
CORPORATE GOVERNANCE AND AUDIT COMMITTEE

**Meeting to be held in Civic Hall, Leeds on
Wednesday, 21st January, 2009
at 10.00 am**

MEMBERSHIP

Councillors

G Driver
P Grahame
M Iqbal
N Taggart

C Campbell
G Kirkland

J Bale (Chair)
G Latty

J Elliott

D Blackburn

Co-opted Member

M Wilkinson
(Chair of Standards Committee)

CONFIDENTIAL AND EXEMPT ITEMS

The reason for confidentiality or exemption is stated on the agenda and on each of the reports in terms of Access to Information Procedure Rules 9.2 or 10.4(1) to (7). The number or numbers stated in the agenda and reports correspond to the reasons for exemption / confidentiality below:

9.0 Confidential information – requirement to exclude public access

9.1 The public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed. Likewise, public access to reports, background papers, and minutes will also be excluded.

9.2 Confidential information means

- (a) information given to the Council by a Government Department on terms which forbid its public disclosure or
- (b) information the disclosure of which to the public is prohibited by or under another Act or by Court Order. Generally personal information which identifies an individual, must not be disclosed under the data protection and human rights rules.

10.0 Exempt information – discretion to exclude public access

10.1 The public may be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that exempt information would be disclosed provided:

- (a) the meeting resolves so to exclude the public, and that resolution identifies the proceedings or part of the proceedings to which it applies, and**
- (b) that resolution states by reference to the descriptions in Schedule 12A to the Local Government Act 1972 (paragraph 10.4 below) the description of the exempt information giving rise to the exclusion of the public.
- (c) that resolution states, by reference to reasons given in a relevant report or otherwise, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

10.2 In these circumstances, public access to reports, background papers and minutes will also be excluded.

10.3 Where the meeting will determine any person's civil rights or obligations, or adversely affect their possessions, Article 6 of the Human Rights Act 1998 establishes a presumption that the meeting will be held in public unless a private hearing is necessary for one of the reasons specified in Article 6.

10.4 Exempt information means information falling within the following categories (subject to any condition):

- 1 Information relating to any individual
- 2 Information which is likely to reveal the identity of an individual.
- 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- 4 Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or officer-holders under the authority.
- 5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- 6 Information which reveals that the authority proposes –
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment
- 7 Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Chief Democratic Services Officer at least 24 hours before the meeting)</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p>	

Item No	Ward	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration</p> <p>(The special circumstances shall be specified in the minutes)</p>	
4			<p>DECLARATION OF INTERESTS</p> <p>To declare any personal / prejudicial interests for the purpose of Section 81(3) if the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
5			<p>MINUTES OF THE PREVIOUS MEETING - 26TH NOVEMBER 2008</p> <p>To confirm as a correct record the minutes of the meeting held on 26th November 2008.</p>	1 - 6
6			<p>MINUTES OF THE STANDARDS COMMITTEE</p> <p>To note the minutes of the Standards Committee meeting held on 16th December 2008.</p>	7 - 12
7			<p>INFORMATION SECURITY UPDATE</p> <p>To receive a report of the Assistant Chief Executive (Planning, Policy and Improvement) providing Members with an immediate update on the actions taken to-date in light of recent information security breaches, seeking comments from Members on these actions, and agreement to submit a report to the next meeting of the Committee with findings, recommendations and associated action plans from the internal investigations into both breaches.</p>	13 - 38

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8		10.4(3)	<p>EASEL DECISIONS UPDATE</p> <p>To receive a report of the Head of the East Project Office, Regeneration Service introducing the decision making arrangements for the EASEL Joint Venture Company which were approved by Executive Board on 5th November 2008.</p>	39 - 110
9			<p>INDEPENDENCE, WELLBEING AND CHOICE INSPECTION OF ADULT SOCIAL SERVICES 2008</p> <p>To receive a report of the Director of Adult Social Services advising Members of the production by the Commission for Social Care Inspectorate of the outcome of the Independence Wellbeing and Choice Inspection of Leeds Adult Social Care conducted in the Summer of 2008 and reported to the Executive Board of the Council on the 3rd December 2008.</p>	111 - 196
10			<p>HALF YEAR INTERNAL AUDIT REPORT 2008/09</p> <p>To receive a report of the Director of Resources informing the Committee of the issues raised by Internal Audit in the half year annual report for 2008/09.</p>	197 - 212
11			<p>KPMG AUDIT OF BUSINESS CONTINUITY MANAGEMENT AT THE COUNCIL</p> <p>To receive a report of the Director of Resources summarising the key findings from KPMG's recent audit of the Council's Business Continuity Management arrangements.</p>	213 - 242
12			<p>WORK PROGRAMME</p> <p>To receive a report of the Assistant Chief Executive (Corporate Governance) notifying and inviting comment from the Committee upon the work programme for the remainder of the 2008/09 municipal year.</p>	243 - 252