

## **CORPORATE GOVERNANCE AND AUDIT COMMITTEE**

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Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Tuesday, 19th March, 2013  
at 10.00 am

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### **MEMBERSHIP**

#### **Councillors**

P Grahame	J Bentley	C Fox	J Elliott
N Taggart		R Wood	
T Hanley			
G Hussain			
T Murray			
E Taylor			
J Illingworth			

# A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></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 Head of Governance Services at least 24 hours before the meeting)</p>	
2			<p><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></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><b>RESOLVED</b> – 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>	

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3			<p><b>LATE ITEMS</b></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><b>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS'</b></p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p><b>APOLOGIES</b></p> <p>To receive any apologies for absence.</p>	
6			<p><b>MINUTES - 9TH NOVEMBER 2012</b></p> <p>To confirm as a correct record the minutes of the meeting held on 9<sup>th</sup> November 2012.</p>	1 - 6
7			<p><b>INTERNAL AUDIT QUARTERLY REPORT</b></p> <p>To receive a report of the Director of Resources providing a summary of Internal Audit Activity for the period October 2012 and January 2013 and highlight the incidence of any significant control failings or weaknesses.</p>	7 - 32
8			<p><b>ANNUAL AUDIT PLAN</b></p> <p>To receive a report of the Director of Resources presenting the Committee with the Annual Audit Plan.</p>	33 - 60

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9			<p><b>ANNUAL AUDIT FEE 2012/13</b></p> <p>To receive a report of the Director of Resources informing Members of the cost of external audit work relating to the 2012/13 financial year.</p>	61 - 70
10			<p><b>KPMG CERTIFICATION OF GRANTS AND RETURNS 2011/12</b></p> <p>To receive a report of the Director of Resources informing the Committee of the result of the work KPMG have carried out on the certification of grant claims in respect of 2011/12.</p>	71 - 86
11			<p><b>SCHOOL ACADEMY AND TRUST CONVERSIONS</b></p> <p>To receive a report of the Asset Management Service providing details of the due diligence processes undertaken for the conversions of schools to academies or trusts, particular around governance, insurance and financial management.</p>	87 - 100
12			<p><b>TRANSFORMING PROCUREMENT UPDATE</b></p> <p>To receive a report of the Chief Officer PPPU and Procurement informing the Committee of the progress made with respect to the Transforming Procurement Programme.</p>	101 - 110
13			<p><b>LICENSING DECISION MAKING FRAMEWORK</b></p> <p>To receive a report of the Head of Licensing and Registration which details the decision making framework for licensing decisions.</p>	111 - 128
14			<p><b>WORK PROGRAMME</b></p> <p>To receive a report of the Director of Resources notifying and inviting comment from the Committee on the work programme.</p>	129 - 134