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## **CORPORATE GOVERNANCE AND AUDIT COMMITTEE**

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**Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Monday, 22nd April, 2013  
at 2.00 pm**

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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 FOR ABSENCE</b></p> <p>To receive any apologies for absence.</p>	
6			<p><b>MINUTES - 19TH MARCH 2013</b></p> <p>To approve the minutes of the meeting held on 19<sup>th</sup> March 2013.</p>	1 - 6
7			<p><b>CALDERDALE SHARED SERVICES AGREEMENT</b></p> <p>To receive a report of the Director of Adult Social Services providing members of the Corporate Governance and Audit Committee with an update on progress and the assurance that the shared services agreement with Calderdale is operating as intended.</p>	7 - 16
8			<p><b>BUSINESS CONTINUITY MANAGEMENT ARRANGEMENTS FOR LCC'S MOST CRITICAL SERVICES.</b></p> <p>To receive a report of the Director of Resources providing assurance on the adequacy of business continuity management arrangements for LCC's most critical services.</p>	17 - 22

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9			<p><b>ANNUAL INFORMATION SECURITY REPORT</b></p> <p>To receive a report of the Assistant Chief Executive (Customer Access and Performance) providing the Committee with an annual report on the steps being taken to improve Leeds City Council's information security in order to provide assurance for the annual governance statement.</p>	23 - 32
10			<p><b>CAPITAL PROGRAMME APPROVALS FRAMEWORK</b></p> <p>To receive a report of the Director of Resources providing an update for the Committee as to how the revised framework has operated since April 2012. The report also sets out proposals for further changes to the process which will give Directors more responsibility and accountability for decision making on capital schemes.</p>	33 - 38
11			<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>	39 - 44