

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Friday, 20th September, 2013
at 2.00 pm

MEMBERSHIP

Councillors

P Grahame	J Bentley	C Fox	R Finnigan
N Taggart		R Wood	
T Hanley			
G Hussain (Chair)			
E Taylor			
J Illingworth			
J Hardy			

A G E N D A

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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 Head of Governance Services 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>	

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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 DISCLOSABLE PECUNIARY AND OTHER INTERESTS'</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>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>MINUTES - 10TH JULY 2013</p> <p>To confirm as correct record the minutes of the meeting held on 10th July 2013.</p>	1 - 6
7			<p>DECISION MAKING FRAMEWORK; ANNUAL ASSURANCE REPORT</p> <p>To receive a report of the City Solicitor which is the annual report to the committee concerning the Council's decision making arrangements. The report brings together arrangements for planning and licensing matters together with all other decisions taken by officers.</p>	7 - 34
8			<p>ANNUAL ASSURANCE REPORT ON RISK & PERFORMANCE MANAGEMENT</p> <p>To receive a report of the Deputy Chief Executive providing the Committee with assurances on the strength of the Council's risk and performance management arrangements.</p>	35 - 42

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9			<p>ANNUAL FINANCIAL MANAGEMENT REPORT (INCORPORATING CAPITAL)</p> <p>To receive a report of the Deputy Chief Executive This report outlines the key systems and procedures which are in place to deliver such arrangements whilst ensuring the maintenance of adequate reserves. The report covers in detail the key components of the Council's financial management arrangements and aims to give members assurance that these systems and procedures are fit for purpose, up to date, embedded and being complied with.</p>	43 - 60
10			<p>INTERNAL AUDIT REPORT</p> <p>To receive a report of the Deputy Chief Executive providing a summary of internal audit activity for the period 1st July to 31st August 2013 and highlighting the incidence of any significant control failings or weaknesses.</p>	61 - 82
11			<p>REPORT ON THE LOCAL GOVERNMENT OMBUDSMAN'S ANNUAL REVIEW LETTER 2012/13</p> <p>To receive a report of the Chief Officer (Customer Access) which discusses the LGO's Annual Review Letter to the Council, summarises the Council's complaints and LGO cases for the period 1 April 2012 to 31 March 2013 and to assess the overall effectiveness of the Council's approach to complaints.</p>	83 - 100
12			<p>AUDITED STATEMENT OF ACCOUNTS AND THE VALUE FOR MONEY ASSESSMENT 2012/13</p> <p>To receive a report submitted by the Deputy Chief Executive. The Committee agreed to release the unaudited 2012/13 Statement of Accounts for public inspection on the 10th July 2013. Under the Committee's terms of reference, Members are now required to approve the Council's final audited Statement of Accounts and consider any material amendments recommended by the auditors.</p>	101 - 124

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13			<p>ANNUAL GOVERNANCE STATEMENT</p> <p>To receive a report of the City Solicitor presenting the Annual Governance Statement to the Committee for approval.</p>	125 - 140
14			<p>WORK PROGRAMME</p> <p>To receive a report of the City Solicitor notifying and inviting comment from the Committee on the work programme.</p>	141 - 144