

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Friday, 8th November, 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</p> <p>To receive any apologies for absence</p>	
6			<p>MINUTES - 20TH SEPTEMBER 2013</p> <p>To approve as a correct record the minutes of the meeting held on 20th September 2013.</p>	1 - 6
7			<p>UPDATE REGARDING PROGRESS WITH THE DEVELOPMENT OF BUSINESS CONTINUITY PLANS FOR LCC'S MOST CRITICAL SERVICES.</p> <p>To receive a report of the Deputy Chief Executive providing confirmation to the Committee that the 28 outstanding Business Continuity Plans for LCC's most critical services as reported in July 2013 have all been completed and signed-off before the end of September deadline.</p>	7 - 10

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8			<p>UPDATE - SHARED SERVICE PARTNERSHIP WITH CALDERDALE METROPOLITAN BOROUGH COUNCIL TO MEET ADULT SOCIAL CARE TECHNOLOGY REQUIREMENTS</p> <p>To receive a report of the Director of Adult Social Services providing an update on the progress of the ASC Systems Review Programme. It informs the Committee of the challenges that have been faced in the last six months and the steps that are being taken to effectively implement and provide effective technology solutions within Adult Social Care.</p>	11 - 16
9			<p>OFFICE OF THE DIRECTOR OF PUBLIC HEALTH RISK MANAGEMENT ARRANGEMENTS</p> <p>To receive a report of the Director of Public Health providing the Committee with assurance that the Office of the Director of Public Health has appropriate Risk Management processes in place and is working closely with colleagues within the Risk Management Unit to ensure that these processes are aligned with the Council's Risk Management Framework, complying fully with the Corporate Risk Management Policy.</p>	17 - 26
10			<p>COMMUNITY ASSET TRANSFER DUE DILIGENCE</p> <p>To receive a report of the Asset Management Service providing details of the due diligence processes undertaken for community asset transfer projects, particular around governance, insurance and financial management.</p>	27 - 30

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11			<p>PUBLIC SECTOR INTERNAL AUDIT STANDARDS</p> <p>To receive a report of the Deputy Chief Executive which informs the Committee of the new standards; and provides an assurance on compliance with the new standards. Also the report seeks approval of The Internal Audit Charter and asks the Committee to note the Internal Audit Quality Assurance and Improvement Programme (QAIP) as defined by the Public Sector Internal Audit Standards (PSIAS).</p>	31 - 50
12			<p>TREASURY MANAGEMENT GOVERNANCE REPORT 2013</p> <p>To receive a report of the Chief Officer Audit and Investment the annual report outlines the governance framework for the management of the Council's TM function. The report also reviews compliance with updated CIPFA guidance notes for practitioners on the Prudential Code for Capital Finance in Local Authorities issued in 2013.</p>	51 - 58
13			<p>WORK PROGRAMME</p> <p>To receive a report of the City Solicitor notifying and inviting comment form the Committee on the work programme.</p>	59 - 62