

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

**Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Friday, 11th July, 2014
at 2.00 pm**

MEMBERSHIP

Councillors

P Grahame	J Bentley	R Wood
T Hanley		J L Carter
G Hussain (Chair)		
E Taylor		
J Pryor		
J Cummins		
S McKenna		

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 15.2 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 15.2, 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 style="padding-left: 40px;">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>MINUTES - 9TH APRIL 2014</p> <p>To receive the minutes of the meeting held on 9th April 2014.</p>	1 - 6
6			<p>OFFICE OF THE DIRECTOR OF PUBLIC HEALTH ANNUAL GOVERNANCE REPORT</p> <p>To receive a report of the Director of Public Health. The report provides the Committee with an annual update on Public Health's Risk management and Governance arrangements, reporting on progress since the last report was presented to Committee on 8 November 2013.</p>	7 - 20
7			<p>ANNUAL AUDIT FEE 2014/15</p> <p>To receive a report of the Deputy Chief Executive informing the Committee of the cost of external audit work relating to the 2014/15 financial year.</p>	21 - 30
8			<p>KPMG INTERIM AUDIT REPORT</p> <p>To receive a report of the Deputy Chief Executive which highlights the results of KPMG's interim audit work in relation to the 2013/14 financial statements and the initial work undertaken to support their 2013/14 Value for Money conclusion. KPMG's full report is attached.</p>	31 - 62

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9			<p data-bbox="676 181 1390 248">CONSULTATION ON AUDITOR APPOINTMENT FROM 2015/16</p> <p data-bbox="676 293 1382 439">To receive a report of the Deputy Chief Executive which consults Members on the Audit Commission's proposal to re-appoint KPMG LLP for a further two years from 2015/16.</p>	63 - 68
10			<p data-bbox="676 506 1318 539">THE STATEMENT OF ACCOUNTS 2013/14</p> <p data-bbox="676 573 1406 831">To receive a report of the Deputy Chief Executive which presents to the Committee the 2013/14 Statement of Accounts prior to them being made available for public inspection. The Statement of Accounts is included with the agenda as a separate document for Committee members and is published on the Council's internet site.</p>	69 - 72
11			<p data-bbox="676 898 1342 976">ANNUAL ASSURANCE REPORT ON RISK & PERFORMANCE MANAGEMENT</p> <p data-bbox="676 1010 1398 1525">To receive a report of the Deputy Chief Executive which provides Corporate Governance and Audit Committee with assurances on the strength of the Council's risk and performance management arrangements and is an important source of evidence for the Annual Governance Statement due to be approved by the Committee in September. It also enables the Committee to fulfil its role under the Council's Risk Management Policy and the Committee's own Terms of Reference for reviewing the 'adequacy of the Council's Corporate Governance arrangements (including matters such as internal control and risk management)'. </p>	73 - 80

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12			<p>DECISION MAKING FRAMEWORK: ANNUAL ASSURANCE REPORT</p> <p>To receive a joint Report of City Solicitor, Assistant Chief Executive (Citizens and Communities) and Chief Planning Officer. This is the annual report to the committee concerning the Council's decision making arrangements. This report provides one of the sources of assurance which the Committee is able to take into account when considering the approval of the Annual Governance Statement. Members are asked to consider the results of monitoring documented within the body of this report and to note the assurances given by the Head of Governance Services, the Head of Licensing and Registration and the Chief Planning Officer, that the decision making framework in place within Leeds City Council is up to date, fit for purpose, effectively communicated and routinely complied with.</p>	81 - 106
13			<p>INTERNAL AUDIT ANNUAL REPORT AND OPINION 2013/14</p> <p>To receive a report of the Chief Officer (Audit and Investment). The purpose of this report is to bring to the attention of the Committee the annual Internal Audit opinion and basis of the internal audit assurance for 2013/14. By reviewing, challenging and monitoring such reports the Committee itself is demonstrating sound governance arrangements and enabling it to take appropriate action if needed. It should be noted that Internal Audit will also issue interim reports to the Committee if any significant matters arise which would warrant immediate attention.</p>	107 - 138
14			<p>WORK PROGRAMME</p> <p>To receive a report of the City Solicitor which notifies Members of the Committee of the draft work programme.</p>	139 - 144

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2			<p data-bbox="676 181 1098 215">THIRD PARTY RECORDING</p> <p data-bbox="676 293 1382 510">Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p data-bbox="676 551 1310 622">Use of Recordings by Third Parties– code of practice</p> <p data-bbox="676 663 1401 880">a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.</p> <p data-bbox="676 887 1385 1171">b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.</p>	