

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

**Meeting to be held in Civic Hall, Leeds, on
Tuesday, 20th June, 2017 at 10.00 am**

MEMBERSHIP

K Bruce	J Bentley	R Wood
N Dawson		P Harrand
A Sobel		
J Illingworth		
G Hussain		
P Davey (Chair)		
J Heselwood		

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>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 apologies for absence (If any)</p>	
6			<p>MINUTES OF THE PREVIOUS MEETING</p> <p>To receive and approve the Minutes of the previous meeting held on 7th April 2017.</p> <p>(Copy attached)</p>	1 - 10
7			<p>MATTERS ARISING FROM THE MINUTES</p> <p>To consider any matters arising from the minutes.</p>	
8			<p>PUBLICATION OF DRAFT STATEMENT OF ACCOUNTS 2016/17</p> <p>To consider a report by the Chief Officer (Financial Services) which presents the Draft Statement of Accounts 2016/17, prior to publication</p> <p>(Report attached)</p>	11 - 16

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9			<p>ANNUAL ASSURANCE REPORT ON EMPLOYMENT POLICIES AND PROCEDURES AND EMPLOYEE CONDUCT.</p> <p>To consider a report by the Chief Officer Human Resources which presents the Annual Assurance Report on Employment Policies and Procedures and Employee Conduct, demonstrating that they are up to date; fit for purpose; effectively communicated and routinely complied with.</p> <p>(Report attached)</p>	17 - 24
10			<p>ANNUAL ASSURANCE REPORT ON CORPORATE RISK AND PERFORMANCE MANAGEMENT ARRANGEMENTS</p> <p>To consider a report by the Director of Resources and Housing which presents the Annual Assurance Report on Corporate Risk and Performance Management Arrangements, demonstrating that they are up to date; fit for purpose; effectively communicated and routinely complied with.</p> <p>(Report attached)</p>	25 - 32
11			<p>ANNUAL DECISION MAKING ASSURANCE REPORT</p> <p>To consider a report by the City Solicitor which presents the Annual Decision Making Assurance Report and 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.</p> <p>(Report attached)</p>	33 - 66

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12			<p>INTERNAL AUDIT UPDATE REPORT APRIL TO MAY 2017</p> <p>To consider a report by the Chief Officer (Financial Services) which provides a summary of the Internal Audit activity for the period April to May 2017 and highlights any incidence of any significant control failings or weaknesses.</p> <p>(Report attached)</p>	67 - 80
13			<p>INTERNAL AUDIT ANNUAL REPORT AND OPINION 2016-17</p> <p>To consider a report by the Chief Officer (Financial Services) which provides the annual internal audit opinion and basis of the Internal Audit Assurance for 2016/17.</p> <p>(Report attached)</p>	81 - 106
14			<p>ANNUAL GOVERNANCE STATEMENT</p> <p>To consider a report by the City Solicitor which presents the Annual Governance Statement (AGS) for approval by the Committee.</p> <p>(Report attached)</p>	107 - 132
15			<p>WORK PROGRAMME 2017/18</p> <p>To receive a report of the City Solicitor which notifies Members of the of the Committee's draft work programme for the 2017/18 year.</p> <p>(Report attached)</p>	133 - 138
16			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note that the next meeting will take place on Friday 22nd September 2017 at 10.00am in the Civic Hall, Leeds.</p>	

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