

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

**Meeting to be held in Civic Hall, Leeds on
Monday, 22nd January, 2018 at 10.00 am**

MEMBERSHIP

Councillors

K Bruce	J Bentley	R Wood
N Dawson		P Harrand
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 22nd September 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>CUSTOMER CONTACT AND SATISFACTION - ANNUAL REPORT.</p> <p>To consider a report by the Chief Officer Customer Access which provides the annual update on customer contact and satisfaction levels with customer services delivered by the Council.</p> <p>(Report attached)</p>	11 - 32

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9			<p>INFORMATION MANAGEMENT AND GOVERNANCE - UPDATE ON PUBLIC SERVICES NETWORK (PSN) SUBMISSION AND CYBER POSITION AND THE IMPLEMENTATION OF THE NEW DATA PROTECTION FRAMEWORK (GDPR)</p> <p>To consider a report by the Director of Resources and Housing which provides an update on the current position on Cyber Assurance and Compliance, specifically compliance to the PSN Assurance standard and sets out progress on the council's plans for implementation of GDPR.</p> <p>(Report attached)</p>	33 - 42
10			<p>KPMG ANNUAL AUDIT LETTER 2016/17</p> <p>To consider a report by the Chief Finance Officer which provides a summary of the key external audit findings in respect of the 2016/17 financial year.</p> <p>(Report attached)</p>	43 - 54
11			<p>KPMG CERTIFICATION OF GRANTS REPORT 2016/17</p> <p>To consider a report by the Chief Finance Officer which provides details of the outcomes of the work of auditors in respect of the certification of grant claims in 2016/17.</p> <p>(Report attached)</p>	55 - 64

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12			<p>2017/18 ACCOUNTS TIMESCALES AND KPMG AUDIT PLAN</p> <p>To consider a report by the Chief Finance Officer which informs Members of the earlier statutory deadlines for approval of the 2017/18 statement of accounts.</p> <p>The report provides details of KPMG's audit plan for the audit of the Council's accounts and value for money arrangements and highlights the risk based approach to the audit and the main risks they have identified for 2017/18.</p> <p>(Report attached)</p>	65 - 94
13			<p>INTERNAL AUDIT UPDATE REPORT SEPTEMBER TO DECEMBER 2017</p> <p>To consider a report by the Chief Finance Officer Services which provides a summary of the Internal Audit activity for the period September to December 2017 and highlights incidence of any significant control failings or weaknesses.</p> <p>The report also provides information from the Head of Service (Legal) about the recent use of the council's surveillance powers under RIPA.</p> <p>(Report attached)</p>	95 - 108
14			<p>TREASURY MANAGEMENT GOVERNANCE REPORT 2017</p> <p>To consider a report by the Chief Finance Officer which presents the Annual Treasury Management Governance Report 2017.</p> <p>The report outlines the governance framework for the management of the Council's TM function and also reviews compliance with updated CIPFA guidance notes for practitioners on the Prudential Code for Capital Finance in Local Authorities issued in 2017.</p> <p>(Report attached)</p>	109 - 118

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15			WORK PROGRAMME 2018 To receive a report of the City Solicitor which notifies Members of the Committee's draft Work Programme for 2018. (Report attached)	119 - 122
16			DATE AND TIME OF NEXT MEETING To note that the next meeting will take place on Friday, 16 th March 2018 at 10.00am in the Civic Hall, Leeds.	