

### **Corporate Governance and Audit Committee**

The Corporate Governance and Audit Committee is authorised to discharge the following functions<sup>1</sup>:

1. to consider the Council's arrangements relating to accounts including:
  - (a) the approval of the statement of accounts and any material amendment of the accounts recommended by the auditors;
  - (b) the approval of the Statement on Internal Control; and
  - (c) with the exception of any matter, which may result in the accounts being qualified, responding to the Council's auditors in respect of any matter where it is not considered appropriate to make the amendments recommended by the auditors.
2. to consider the Council's arrangements relating to external audit requirements including:
  - (a) agreement and review of the nature and scope of the annual audit plan,
  - (b) the receipt of external audit reports so as to:
    - (i) inform the operation of Council's current or future audit arrangements; and
    - (ii) provide a basis for gaining the necessary assurance regarding governance prior to the approval of the Council's accounts.
3. to review the adequacy of policies and practices to ensure compliance with statutory and other guidance
4. to review the adequacy of the Council's Corporate Governance arrangements (including matters such as internal control and risk management)
5. to consider the Council's arrangements relating to internal audit requirements including:
  - (a) considering the Annual Internal Audit Report
  - (b) monitoring the performance of internal audit
6. to make, on behalf of the Council, and having had regard to any recommendations of Standards Committee, representations to external agencies<sup>2</sup> about any matter relating to general principles of conduct, model codes of conduct and the codes of conduct or protocols approved from time to time by or on behalf of the Council

---

<sup>1</sup> Functions" for these purposes shall be construed in a broad and inclusive fashion and shall include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions.

<sup>2</sup> Such external agencies may include, but are not restricted to, the District or Approved Auditor, the Commission for Local Government, the Standards Board for England, an Ethical Standards Officer, the Adjudication Panel for England or an adjudication case panel

## The Standards Committee

The Standards Committee is authorised to discharge the following functions<sup>3</sup>:

1. to consider and determine one or more codes of conduct for Members or protocols for Member/officer relations and to promote, monitor, review and amend such codes of conduct or protocols;
2. to appoint sub-committees<sup>4</sup> to consider and initially assess<sup>5</sup> or review decisions not to act<sup>6</sup> in respect of any written allegations<sup>7</sup> of misconduct<sup>8</sup> made against Members.
3. to consider and determine any allegations<sup>9</sup> of misconduct<sup>10</sup> made against Members and to determine any sanction to be imposed on a finding of misconduct;
4. to consider and determine applications for dispensations<sup>11</sup>;
5. to make recommendations to the Corporate Governance and Audit Committee where representations (on behalf of the Council) are required to be made to external agencies,<sup>12</sup> about any matter relating to general principles of conduct, model codes of conduct and the codes of conduct or protocols approved from time to time by or on behalf of the Council and to make representations on its own behalf;
6. to provide advice and guidance to Members and officers and to make arrangements for training in matters relating to codes of conduct and protocols.
7. to consider and advise the Council with respect to the adoption or amendment of a Code of Conduct for Officers and to promote, monitor and review the Code of Conduct.<sup>13</sup>

---

<sup>3</sup> 'Functions' for these purposes shall be construed in a broad and inclusive fashion and shall include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The functions derive from Part 3 of the Local Government Act 2000 and are discharged both in relation to Leeds City Council and its Members, and parish councils wholly or mainly in its area and the Members of those parish councils.

<sup>4</sup> Regulation 6, Standards Committee (England) Regulations 2008 No. 1085/2008

<sup>5</sup> Section 57A Local Government Act 2000

<sup>6</sup> Section 57B Local Government Act 2000

<sup>7</sup> written allegations made by any person under section 57A Local Government Act 2000

<sup>8</sup> "misconduct" for these purposes means a breach of the Members Code of Conduct adopted by Leeds City Council

<sup>9</sup> Such allegations shall include complaints referred to the committee by the Monitoring Officer under Part 3 of the Local Government Act 2000 and may include other allegations considered in reports submitted to the Council or the Standards Committee by external agencies.

<sup>10</sup> "misconduct" for these purposes means a breach of

- the Members Code of Conduct adopted by Leeds City Council; or
- the National Code of Local Government Conduct where the alleged breach is committed before 5 April 2002; or
- any of the Authority's Local Protocols/Codes which refer to the conduct of Members, other than the Code of Conduct; or
- a breach of the Members' Allowances Scheme in relation to the requirement to submit six monthly reports, or a gross neglect of duties highlighted by such a report.

<sup>11</sup> In accordance with the Relevant Authorities (Standards Committees) (Dispensations) Regulations 2002

<sup>12</sup> Such external agencies may include, but are not restricted to, the District or Approved Auditor, the Commission for Local Government, the Standards Board for England, an Ethical Standards Officer, the Adjudication Panel for England or an adjudication case panel

<sup>13</sup> It is not the function of the Committee to determine or become involved in individual officer conduct or disciplinary cases but rather to provide an overview of the application of the provisions of the Code across the Council.