

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

**Meeting to be held in Civic Hall, Leeds on
Friday, 22nd November, 2019 at 10.00 am**

MEMBERSHIP

Councillors

P Grahame	J Bentley	P Harrand
A Scopes (Chair)		M Harrison
P Truswell		J Taylor
J Illingworth		
B Garner		

A G E N D A

Item No	Ward	Item Not Open		Page No
1			APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS 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). (*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)	
2			EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC 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. 2 To consider whether or not to accept the officers recommendation in respect of the above information. 3 If so, to formally pass the following resolution:- 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:-	

Item No	Ward	Item Not Open		Page No
3			LATE ITEMS To identify items which have been admitted to the agenda by the Chair for consideration (The special circumstances shall be specified in the minutes)	
4			DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS' 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.	
5			APOLOGIES FOR ABSENCE To receive apologies for absence (If any)	
6			MINUTES OF THE PREVIOUS MEETING To receive and approve the minutes of the previous meeting held on 26 th July 2019. (Copy attached)	1 - 8
7			MATTERS ARISING FROM THE MINUTES To consider any Matters Arising from the minutes.	
8			ASSURANCE REPORT ON CORPORATE PERFORMANCE MANAGEMENT ARRANGEMENTS To consider a report by the Director of Resources and Housing which seeks to assure Members of the effectiveness of the council's corporate performance management arrangements, which forms part of the body of evidence the Committee is able to take into account in order to approve the next Annual Governance Statement. (Report attached)	9 - 72

Item No	Ward	Item Not Open		Page No
9			SOCIAL VALUE IN PROCUREMENT - UPDATE ON THE OPTIONS BEING CONSIDERED TO ACCURATELY MEASURE SOCIAL VALUE OUTCOMES To consider a report by the Chief Officer Financial Services which provides an update as to progress towards identifying precise Social Value related KPI targets and methodologies for measuring the same. (Report attached)	73 - 80
10			ASSURANCE AROUND THE ARRANGEMENTS IN PLACE FOR MEMBERS TO REFER PLANNING APPLICATIONS TO PLANS PANEL FOR DETERMINATION AND THE GOVERNANCE ARRANGEMENTS FOR ENFORCEMENT PROCEEDINGS To consider a report by the Chief Planning Officer which seeks to provide assurance around the arrangements in place for Members to refer planning applications to Plans Panel for determination and the Governance arrangements for enforcement proceedings. (Report attached)	81 - 92

Item No	Ward	Item Not Open		Page No
11			APPLICATIONS PORTFOLIO PROGRAMME – UPDATE ON ACCESS PROJECT To consider a report by the Director of Resources and Housing which provides an update on the current position on Access databases and compliance to PSN. (Report attached)	93 - 100
12			GRANT THORNTON ANNUAL AUDIT LETTER 2018/19 AND AUDIT PROGRESS UPDATE To consider a report by the Chief Finance Officer which presents Grant Thornton’s Annual Audit Letter and provides a summary of the key external audit findings in respect of the 2018/19 financial year. The report also presents an update report on progress towards the 2019/20 audit. (Report attached)	101 - 132
13			INTERNAL AUDIT UPDATE REPORT JUNE TO OCTOBER 2019 To consider a report by the Chief Officer (Financial Services) which provides a summary of the Internal Audit activity for the period June to October 2019 and highlight the incidence of any significant control failings or weaknesses. (Report attached)	133 - 150

Item No	Ward	Item Not Open		Page No
14			WORK PROGRAMME 2019/20 To receive a report by the City Solicitor which notifies Members of the Committee's Work Programme for 2019/20. (Report attached)	151 - 154
15			DATE AND TIME OF NEXT MEETING To note that the next meeting will take place on Monday, 27 th January 2020 at 10.00am in the Civic Hall, Leeds.	

Third Party Recording

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.

Use of Recordings by Third Parties– code of practice

- 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.
- 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.