

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

Meeting to be held on Monday, 29th June, 2020
at 10.00 am (Remote Meeting)

MEMBERSHIP

Councillors

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

To remotely observe this meeting, please click on the '*View the Webcast*' link which will feature on the meeting's webpage (linked below) ahead of the meeting. The webcast will become available at the commencement of the meeting.

https://leeds.public-i.tv/core/portal/webcast_interactive/492974

A G E N D A

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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:-	

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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 consider and approve the minutes of the previous meeting held on 16 th March 2020. (Copy attached)	7 - 14
7			MATTERS ARISING FROM THE MINUTES To consider any matters arising from the minutes.	

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8			REVISED STATEMENT OF ACCOUNTS TIMESCALES AND GRANT THORNTON AUDIT PLAN UPDATE 2019/20 To receive a report by the Chief Finance Officer which informs Members of the changes to the statutory timetable for publication of the 2019/20 statement of accounts. The report also sets out the changes to Grant Thornton's audit plan for 2019/20 in the light of the impact of the coronavirus pandemic. (Report attached)	15 - 26
9			INTERNAL AUDIT UPDATE REPORT MARCH TO MAY 2020 To consider a report by the Chief Finance Officer which provides a summary of the Internal Audit activity for the period March to May 2020 and to highlight any incidence of any significant control failings or weaknesses. The report also provides information on the impact of the Covid-19 emergency on priorities for and the resources available to conduct the 2020/21 Annual Internal Audit Plan. (Report attached)	27 - 50
10			APPLICATIONS PORTFOLIO PROGRAMME - UPDATE ON ACCESS PROJECT To consider a report by the Director of Resources and Housing which provides an update on progress with the Access 2003 replacement project. (Report attached)	51 - 58

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11			PROCUREMENT ASSURANCE REPORT - 2019/20 To consider a report by the Chief Finance Officer which seeks to assure the Committee that the procurement policies and practices are; monitored, up to date, fit for purpose, and effectively communicated. (Report attached)	59 - 80
12			ANNUAL DECISION MAKING ASSURANCE REPORT. To consider a report by the City Solicitor which 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. The report sets out evidence to confirm the positive assurances given that decision making arrangements are; up to date, fit for purpose, effectively communicated; and embedded and routinely complied with. (Report attached)	81 - 100
13			WORK PROGRAMME To receive a report by the City Solicitor which notifies Members of the Committee's Work Programme for 2020/21 (Report attached)	101 - 106
14			DATE AND TIME OF NEXT MEETING To note that the next meeting will take place on Monday, 27th July 2020 at 10.00am (Remote Meeting)	

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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.