



Leicester  
City Council

### **MEETING OF THE AUDIT AND RISK COMMITTEE**

**DATE: WEDNESDAY, 17 MARCH 2021**

**TIME: 5:00 pm**

**PLACE: Meeting to be held on Zoom**

### **Members of the Committee**

Councillor Pantling (Chair)

Councillor O'Donnell (Vice-Chair)

Councillors Bajaj, Joshi, Kaur Saini, Dr. Moore and Rahman

One Non-Group vacancy (to be notified)

Members of the Committee are summoned to attend the above meeting to consider the items of business listed overleaf.

for Monitoring Officer

**Officer contact: Angie Smith**  
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## Information for members of the public

**PLEASE NOTE** that any member of the press and public may listen in to proceedings at this 'virtual' meeting via a weblink which will be publicised on the Council website at least 24hrs before the meeting. Members of the press and public may tweet, blog etc. during the live broadcast as they would be able to during a regular Committee meeting at City Hall / Town Hall. It is important, however, that Councillors can discuss and take decisions without disruption, so the only participants in this virtual meeting will be the Councillors concerned, the officers advising the Committee.

### Attending meetings and access to information

You have the right to attend/observe formal meetings such as full Council, committee meetings & Scrutiny Commissions and see copies of agendas and minutes. On occasion however, meetings may, for reasons set out in law, need to consider some items in private.

Dates of meetings and copies of public agendas and minutes are available on the Council's website at [www.cabinet.leicester.gov.uk](http://www.cabinet.leicester.gov.uk), or by contacting us using the details below.

### Making meetings accessible to all

Braille/audio tape/translation - If you require this please contact the Democratic Support Officer (production times will depend upon equipment/facility availability).

### Further information

If you have any queries about any of the above or the business to be discussed, please contact Angie Smith, Democratic Support on **(0116) 454 6354** or email [angie.smith@leicester.gov.uk](mailto:angie.smith@leicester.gov.uk)

For Press Enquiries - please phone the **Communications Unit on 0116 454 4151**

## **PUBLIC SESSION**

### **AGENDA**

#### **LIVE STREAM OF MEETING**

A live stream of the meeting can be viewed at the following link:

[https://www.youtube.com/channel/UCddTWo00\\_gs0cp-301XDbXA](https://www.youtube.com/channel/UCddTWo00_gs0cp-301XDbXA)

**1. APOLOGIES FOR ABSENCE**

**2. DECLARATIONS OF INTEREST**

Members are asked to declare any interests they may have in the business to be discussed.

**3. MINUTES OF THE PREVIOUS MEETING**

**Appendix A**  
**(Pages 1 - 8)**

The Minutes of the previous meeting of the Audit and Risk Committee held on 24 November 2020 are attached and Members will be asked to confirm them as a correct record.

**4. THE ANNUAL AUDIT LETTER FOR LEICESTER CITY COUNCIL**

**Appendix B**  
**(Pages 9 - 26)**

The External Auditor submits for noting the Annual Audit Letter to the Audit and Risk Committee which summarises the key findings arising from work carried out at Leicester City Council for the year ending 31 March 2020.

**5. AUDIT PROGRESS REPORT AND SECTOR UPDATE**

**Appendix c**  
**(Pages 27 - 42)**

The External Auditor submits a report for noting which provides the Audit and Risk Committee an update on progress in delivering their responsibilities as external auditors.

**6. INFORMING THE AUDIT RISK ASSESSMENT FOR LEICESTER CITY COUNCIL 2020/21 (MARCH 2021)**

**Appendix D**  
**(Pages 43 - 72)**

The External Auditor submits a report for noting to the Audit and Risk Committee the purpose of which is to contribute towards effective two-way communication between Leicester City Council's external auditors and the Audit and Risk Committee as those 'charged with governance'. The report covers some important areas of the auditor risk assessment where external auditors are required to make inquiries of the Audit and Risk Committee under auditing standards.

- 7. REGULATION OF INVESTIGATORY POWERS ACT 2000 - BI-ANNUAL PERFORMANCE REPORT JULY 2020 - DECEMBER 2020** **Appendix E**  
**(Pages 73 - 94)**

The City Barrister and Head of Standards submits a report for noting to the Audit and Risk Committee which advises on the performance of the Council in authorising Regulatory Investigation Powers Act (RIPA) applications from 1<sup>st</sup> July 2020 to 31<sup>st</sup> December 2020 and seeks any comments on the reviewed Surveillance Policy.

- 8. STRATEGIC AND OPERATIONAL RISK REGISTERS / HEALTH AND SAFETY DATA** **Appendix F**  
**(Pages 95 - 132)**

The Director of Delivery, Communication and Political Governance submits a report for noting to the Audit and Risk Committee which provides an update on the Strategic and Operational Risk Registers and Health & Safety data.

- 9. RISK MANAGEMENT AND BUSINESS CONTINUITY STRATEGY AND POLICIES 2021** **Appendix G**  
**(Pages 133 - 174)**

The Director of Delivery, Communication and Political Governance submits to the Audit and Risk Committee the Risk Management and Business Continuity Policy Statement and Strategies which provide an effective framework for Leicester City Council to manage and respond to key risks facing its services and to support the delivery of its Business Plan.

The Audit and Risk Committee is recommended to consider and approve on behalf of the Council the updated Corporate Risk Management Policy Statement and Strategy at Appendices 1 and 2.

- 10. ANNUAL REVIEW OF THE COUNCIL'S LOCAL CODE OF CORPORATE GOVERNANCE** **Appendix H**  
**(Pages 175 - 186)**

The Deputy Director of Finance and City Barrister & Head of Standards submit a report on updates to the assurance and corporate governance processes at the City Council and the Local Code of Corporate Governance. The Audit and Risk Committee are recommended to approve the Local Code of Corporate Governance.

- 11. AUDIT AND RISK COMMITTEE TERMS OF REFERENCE** **Appendix I**  
**(Pages 187 - 202)**

The Deputy Director of Finance submits a report on revisions to the Terms of Reference for the Audit and Risk Committee. The Committee is recommended to support the proposed revisions to the Terms of Reference and recommend to Council that they are adopted.

- 12. LEICESTER CITY COUNCIL INTERESTS IN THIRD PARTIES** **Appendix J**  
**(Pages 203 - 210)**

The Deputy Director of Finance submits a report for noting to the Audit and Risk Committee which provides an overview of the Council's relationship with other organisations in which it is a shareholder, member, and/or where officers and Members have roles on the board. The Audit and Risk Committee is recommended to note the report and support the next steps detailed and add any comments as Members see fit.

**13. INTERNAL AUDIT SERVICE - ANNUAL PLAN 2021-22** **Appendix K**  
**(Pages 211 - 224)**

The Head of Internal Audit Service (HoIAS) submits a report with an indication of internal audit work planned to be conducted during 2021-22. The Audit and Risk Committee are recommended to receive the plan, note its contents and seek clarification on any areas as they wish and then approve the plan, and to make any recommendations or comments with to the HoIAS or Director of Finance.

**14. PRIVATE SESSION**

**AGENDA**

**MEMBERS OF THE PUBLIC TO NOTE**

**Under the law, the Committee is entitled to consider certain items in private where in the circumstances the public interest in maintaining the matter exempt from publication outweighs the public interest in disclosing the information. Members of the public will be asked to leave the meeting when such items are discussed.**

The Committee is recommended to consider the following reports in private on the grounds that they will contain 'exempt' information as defined by the Local Government (Access to Information) Act 1985, as amended, and consequently makes the following resolution:-

"that the press and public be excluded during consideration of the following reports in accordance with the provisions of Section 100A(4) of the Local Government Act 1972, as amended, because it involves the likely disclosure of 'exempt' information, as defined in the Paragraph detailed below of Part 1 of Schedule 12A of the Act, and taking all the circumstances into account, it is considered that the public interest in maintaining the information as exempt outweighs the public interest in disclosing the information."

**Paragraph 3**

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

**APPENDIX B1 PROGRESS AGAINST INTERNAL AUDIT PLANS AND A BRIEF UPDATE ON THE REDMOND REVIEW**

**APPENDIX B2 HOUSING BENEFIT & COUNCIL TAX SUPPORT VERIFICATION FRAMEWORK 2021**

**15. PROGRESS AGAINST INTERNAL AUDIT PLANS AND A BRIEF UPDATE ON THE REDMOND REVIEW** **Appendix B1**  
**(Pages 225 - 246)**

The Head of Internal Audit Services (HoIAS) submits a report for noting to the Audit and Risk Committee which provides a summary of progress against the 2019-20 and 2020-21 Internal Audit Plans, information on resources used to progress the plans, summary information on high importance recommendations and progress with implementing them, and a brief update on the Government's response following the Redmond Review.

**16. HOUSING BENEFIT AND COUNCIL TAX SUPPORT VERIFICATION FRAMEWORK 2021** **Appendix B2**  
**(Pages 247 - 274)**

The Deputy Director of Finance submits a report for noting to the Audit and Risk Committee which summarises the emergency evidential measures taken in response to the Covid-19 outbreak for Housing Benefit (HB) and Council Tax Support (CTS) new claims and changes of circumstance from 23<sup>rd</sup> March 2020 and to outline the new Verification Framework (VF) Policy to take effect from 1<sup>st</sup> April 2021 in compliance with Government guidance in DWP Subsidy Circular 211/2011.

The Committee is recommended to note the current Emergency Measures, the new Verification Framework, and make any observations as it sees fit to the Chief Operating Officer (the Section 151 Officer) prior to implementation.

**17. ANY OTHER URGENT BUSINESS**