



Leicester
City Council

MEETING OF THE GOVERNANCE AND AUDIT COMMITTEE

DATE: WEDNESDAY, 10 JULY 2024

TIME: 5:30 pm

PLACE: Meeting Room G.01, Ground Floor, City Hall, 115 Charles Street, Leicester, LE1 1FZ

Members of the Committee

Councillor Kaur Saini (Chair)

Councillor Adam Clarke (Vice-Chair)

Councillors Adatia, Cassidy, Joel, Kitterick and Rae Bhatia.

Independent Member Mr Bipun Bhakri

One unallocated Labour Group place

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

for Monitoring Officer

Officer contact: Sharif Chowdhury
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Information for Members of the Public

Attending meetings and access to information

You have the right to attend formal meetings such as Full Council, committee meetings, and Scrutiny Commissions and see copies of agendas and minutes. However, on occasion, meetings may, for reasons set out in law, need to consider some items in private.

A guide to attending public meetings can be found on the [Decisions, Meetings and Minutes](#) page of the Council website.

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

Making meetings accessible to all

Wheelchair access – Public meeting rooms at the City Hall are accessible to wheelchair users. Wheelchair access to City Hall is from the middle entrance door on Charles Street - press the plate on the right hand side of the door to open the door automatically.

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

Induction loops - There are induction loop facilities in City Hall meeting rooms. Please speak to the Governance Support Officer using the details below.

Filming and Recording the Meeting - The Council is committed to transparency and supports efforts to record and share reports of proceedings of public meetings through a variety of means, including social media. In accordance with government regulations and the Council's policy, persons and press attending any meeting of the Council open to the public (except Licensing Sub Committees and where the public have been formally excluded) are allowed to record and/or report all or part of that meeting. Details of the Council's policy are available at www.leicester.gov.uk or from Governance Support.

If you intend to film or make an audio recording of a meeting you are asked to notify the relevant Governance Support Officer in advance of the meeting to ensure that participants can be notified in advance and consideration given to practicalities such as allocating appropriate space in the public gallery etc.

The aim of the Regulations and of the Council's policy is to encourage public interest and engagement so in recording or reporting on proceedings members of the public are asked:

- ✓to respect the right of others to view and hear debates without interruption;
- ✓to ensure that the sound on any device is fully muted and intrusive lighting avoided;
- ✓where filming, to only focus on those people actively participating in the meeting;
- ✓where filming, to (via the Chair of the meeting) ensure that those present are aware that they may be filmed and respect any requests to not be filmed.

Further information

If you have any queries about any of the above or the business to be discussed, please contact committees@leicester.gov.uk

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

PUBLIC SESSION AGENDA

FIRE / EMERGENCY EVACUATION

If the emergency alarm sounds, you must evacuate the building immediately by the nearest available fire exit and proceed to the area outside the Ramada Encore Hotel on Charles Street as directed by Governance Services staff. Further instructions will then be given.

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

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

3. MINUTES OF THE PREVIOUS MEETING **Item 3** **(Pages 1-11)**

The minutes of the meeting held on 13th of March 2024 are attached and Members will be asked to confirm them as a correct record.

The minutes of the meeting held on 18th April 2024 are attached and Members will be asked to confirm them as a correct record.

4. HEALTH & SAFETY ANNUAL REPORT 2023/24 **Item 4** **(Pages 13- 29)**

The Director of Corporate Services submits a report to the Governance and Audit Committee which presents the Health and Safety Report 2023-24

The Committee is recommended to note the report.

5. COMMITTEE'S ANNUAL WORK PERFORMANCE REPORT **Item 5** **(Pages 31-37)**

The Director of Finance submits a report to the Governance and Audit Committee which presents the Committee's Annual Work Performance Report.

The Governance & Audit Committee is recommended to approve.

6. ANNUAL NATIONAL FRAUD INITIATIVE 2023/24 **Item 6** **(Pages 39-43)**

The Director of Finance submits a report to the Governance and Audit Committee which presents the Annual National Fraud Initiative for 2023-24.

The Governance & Audit Committee is recommended to note the report.

7. COUNTER FRAUD ANNUAL REPORT 2023/24 **Item 7** **(Pages 45-49)**

The Director of Finance submits a report to the Governance and Audit

Committee which presents the Counter Fraud Annual Report for 2023-24.

The Governance & Audit Committee is recommended to note the report.

8. HEAD OF INTERNAL AUDIT SERVICE ANNUAL REPORT 2023/24 **Item 8**
(Pages 51-91)

The Director of Finance submits a report to the Governance and Audit Committee which presents the Head of Internal Audit Service Annual Report for 2023-24.

The Governance & Audit Committee is recommended to note the report.

9. INSURANCE ANNUAL REPORT 2023/24 **Item 9**
(Pages 93-100)

The Director of Finance submits a report to the Governance and Audit Committee which presents the Insurance Annual Report for 2023-24.

The Governance & Audit Committee is recommended to note the report.

10. SCHEDULE OF MEETINGS AND WORKPLAN **Item 10**
(Pages 101-102)

The Director of Finance provides the current work programme to the Governance and Audit Committee.

The Governance and Audit Committee is asked to consider the workplan and make comments and/or amendments as it considers necessary.

PRIVATE SESSION

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 contain 'exempt' information as defined by the Local Government (Access to Information) Act 1985, as amended, and consequently that the Sub-Committee 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 they involve the likely disclosure of 'exempt' information, as defined in the Paragraphs 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).

- Future Provision of the Internal Audit Service

11. FUTURE PROVISION OF THE INTERNAL AUDIT SERVICE **Item 11**
(Pages 105-111)

The Director of Finance submits a report to update the Committee with the progress being made to engage a new internal audit service provider.

It is recommended that the Committee notes the report and make any comments to the Director of Finance.