



Leicester
City Council

MEETING OF THE GOVERNANCE AND AUDIT COMMITTEE

DATE: MONDAY, 23 JUNE 2025

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)

Councillors Russell (Vice-Chair)

Councillors Bajaj, Joel, Kitterick, Dr Moore, Rae Bhatia and Singh-Patel.

Independent member Mr Bipon Bhakri

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

For Monitoring Officer

Officer contacts:

Sharif Chowdhury (Governance Services) and Jessica Skidmore (Governance Services),

*Tel: , e-mail: governance@leicester.gov.uk
City Hall, 115 Charles Street, Leicester, LE1 1FZ*

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, City Mayor & Executive Public Briefing and 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, from the Council's Customer Service Centre 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 Democratic 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 Democratic Support.

If you intend to film or make an audio recording of a meeting you are asked to notify the relevant Democratic 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: **Sharif Chowdhury and Jessica Skidmore, Senior Governance Support Officer** by email governance@leicester.gov.uk, or call in at City Hall.

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

PUBLIC SESSION

AGENDA

NOTE:

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<http://www.leicester.public-i.tv>

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<http://www.leicester.public-i.tv/core/portal/webcasts>

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1. WELCOME AND APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

3. MINUTES OF THE PREVIOUS MEETING **Item 3 (pages 1-8)**

The minutes of the meeting held on 24 March 2025 are attached and Members will be asked to confirm them as a correct record.

4. MEMBERSHIP OF THE COMMISSION 2025/26

Members will be asked to note the membership of the committee for 2025/26 as follows:

Councillor Kaur Saini - Chair
Councillor Russell – Vice-Chair
Councillor Bajaj
Councillor Joel
Councillor Moore
Councillor Rae Bhatia
Councillor Kitterick
Councillor Singh Patel
Independent member – Bipon Bhakri

**5. DATES OF MEETINGS FOR THE COMMISSION
2025/26**

Members will be asked to note the meeting dates of the committee for 2025/26 as follows:

Monday 23 June 2025

Monday 7 July 2025
Wednesday 17 September 2025
Wednesday 26 November 2025
Monday 26 January 2026
Monday 16 March 2026

6. TERMS OF REFERENCE

Item 6 (Pages 9-12)

The Committee will be asked to note the Terms of Reference.

7. CONTRACT PROCEDURE RULES

Item 7 (Pages 13-71)

The Head of Procurement submits a report to the Governance and Audit Committee which presents the Contract Procedure Rules.

The Committee is recommended to note the report.

8. EXTERNAL AUDIT PLAN AND RISK ASSESSMENT

Item 8 (Pages 72-124)

The Director of Finance submits a report to the Governance and Audit Committee which presents the External Audit Plan Report 2024-25.

The Committee is recommended to note the report.

9. ACTION TRACKER

Item 9 (125-126)

The Committee is recommended to note progress on actions agreed at the previous meeting and not reported elsewhere on the agenda (if any).

10. ANY OTHER URGENT BUSINESS