



Leicester  
City Council

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

**DATE: TUESDAY, 16 JULY 2013**

**TIME: 5:00 pm**

**PLACE: THE OAK ROOM, GROUND FLOOR, TOWN HALL, TOWN  
HALL SQUARE, LEICESTER.**

### **Members of the Committee**

Councillor Westley (Chair)

Councillors Dr. Chowdhury, Desai , Grant, Meghani, and Dr. Moore.  
1 Non-Grouped Member Vacancy

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**  
*Democratic Support, Democratic Services*  
*Leicester City Council*  
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## **INFORMATION FOR MEMBERS OF THE PUBLIC**

### **ACCESS TO INFORMATION AND MEETINGS**

You have the right to attend Cabinet to hear decisions being made. You can also attend Committees, as well as meetings of the full Council. Tweeting in formal Council meetings is fine as long as it does not disrupt the meeting. There are procedures for you to ask questions and make representations to Scrutiny Committees, Community Meetings and Council. Please contact Democratic Support, as detailed below for further guidance on this.

You also have the right to see copies of agendas and minutes. 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 as detailed below.

Dates of meetings are available at the Customer Service Centre, King Street, Town Hall Reception and on the Website.

There are certain occasions when the Council's meetings may need to discuss issues in private session. The reasons for dealing with matters in private session are set down in law.

### **WHEELCHAIR ACCESS**

Meetings are held at the Town Hall. The Meeting rooms are all accessible to wheelchair users. Wheelchair access to the Town Hall is from Horsefair Street (Take the lift to the ground floor and go straight ahead to main reception).

### **BRAILLE/AUDIO TAPE/TRANSLATION**

If there are any particular reports that you would like translating or providing on audio tape, the Democratic Services Officer can organise this for you (production times will depend upon equipment/facility availability).

### **INDUCTION LOOPS**

There are induction loop facilities in meeting rooms. Please speak to the Democratic Services Officer at the meeting if you wish to use this facility or contact them as detailed below.

**General Enquiries - if you have any queries about any of the above or the business to be discussed, please contact Angie Smith, Democratic Support on 0116 229 8897 or email [Angie.Smith@leicester.gov.uk](mailto:Angie.Smith@leicester.gov.uk) or call in at the Town Hall.**

**Press Enquiries - please phone the Communications Unit on 0116 252 6081**

## **PUBLIC SESSION**

### **AGENDA**

**1. TRAINING SESSION PRIOR TO MAIN MEETING -  
HOW TO BE AN EFFECTIVE AUDIT COMMITTEE**

Training will be delivered by the Head of Internal Audit & Risk Management / the Audit Manager, at 5.00pm, prior to the main meeting which will commence at 5.30pm.

**2. APOLOGIES FOR ABSENCE**

**3. DECLARATIONS OF INTEREST**

Members are asked to declare any interests they may have in the business on the agenda, and/or indicate that Section 106 of the Local Government Finance Act 1992 applies to them.

**4. MINUTES OF THE PREVIOUS MEETING**

**Appendix A**

The minutes of the meeting of the Audit and Risk Committee held on 13<sup>th</sup> June 2013 are attached and the Committee is asked to confirm them as a correct record.

**5. TRAINING NEEDS ASSESSMENT FOR MEMBERS OF  
THE COMMITTEE**

**Appendix B**

The Director of Finance submits a report to seek to engage members in the formulation of a training programme for 2013/14 to ensure that the training needs of the Committee, both collectively and individually, continue to be identified and met.

The Committee is recommended to consider their training needs and development requirements, and confirm the continuation of the pre-meeting training/briefing sessions, suggesting further topics that the Committee wish to have presented to them.

**6. COUNTER FRAUD/HOUSING AND COUNCIL TAX  
ANNUAL REPORT FOR THE FINANCIAL YEAR 2012-  
13**

**Appendix C**

The Director of Finance and the Director of Environmental Services submit a report that provides information on counter-fraud activities during 2012-13.

The Committee is recommended to receive the report, and make any recommendations it sees fit, either to the Executive, the Director of Finance or the Director of Environmental Services.

**7. DRAFT STATUTORY STATEMENT OF ACCOUNTS FOR THE FINANCIAL YEAR 2012-13** [Appendix D](#)

The Director of Finance presents the Draft Statement of Accounts for the year ended 31<sup>st</sup> March 2013 for noting by the Audit Committee.

**8. RISK MANAGEMENT AND INSURANCE SERVICES - UPDATE REPORT** [Appendix E](#)

The Director of Finance submits a report that provides Committee with the regular update on the work of the Council's Risk Management and Insurance Services team's activities.

The Committee is recommended to receive the report and note its contents, and make any recommendations or comments it sees fit either to the Executive or Director of Finance.

**9. REVIEW OF THE EFFECTIVENESS OF SYSTEM OF INTERNAL AUDIT IN 2012-13** [Appendix F](#)

The Director of Finance presents a report that presents the findings of the annual review of the effectiveness of the Council's system of internal audit for 2012-13.

The Committee is recommended to accept the findings of the review, and conclude that the Council has an effective system of internal audit on which it (the Council) can place reliance.

**10. INTERNAL AUDIT - FIRST AND SECOND QUARTER OPERATIONAL PLANS 2013-14** [Appendix G](#)

The Director of Finance presents to Committee the detailed operations audit plans for the first two quarters of the financial year 2013-14.

The Committee is asked to note the Internal Audit operational plans for the first two quarters of 2013-14.

**11. ANY OTHER URGENT BUSINESS**