



Leicester  
City Council

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

**DATE: TUESDAY, 24 SEPTEMBER 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**  
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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 -  
ACCOUNTS**

Director of Finance / Principal Accountant (Financial Strategy)

**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. 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 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 holding that information)

B1) INTERNAL AUDIT – UPDATE REPORT FOR FEBRUARY AND MARCH 2013

B2) THE SUMMARY OF INTERNAL AUDIT CONCLUSIONS FOR THE FINANCIAL YEAR 2012-13

**5. INTERNAL AUDIT UPDATE REPORT FOR FEBRUARY AND MARCH 2013 [Appendix B1](#)**

The Director of Finance submits a report that provides the Committee with a summary of Internal Audit work completed in February and March 2013, information on the progress made by Council in implementing recommendations arising from reports issues by Internal Audit, and to provide more detail on those Internal Audit reports in which low assurance levels have been given and where there are material concerns.

The Committee is recommended to receive the report and note the key issues identified.

**6. THE SUMMARY OF INTERNAL AUDIT CONCLUSIONS FOR THE FINANCIAL YEAR 2012-13 [Appendix B2](#)**

The Director of Finance submits a report that provides the Committee with the Summary of Internal Audit Conclusions for 2012-13.

The Committee is recommended to receive the Summary of Internal Audit Conclusions and make such comments as it sees fit.

**PUBLIC SESSION**

**7. MINUTES OF THE PREVIOUS MEETING [Appendix A](#)**

The minutes of the meeting of the Audit and Risk Committee held on 16<sup>th</sup> July 2013 are attached and the Committee is asked to confirm them as a correct record.

**8. THE STATUTORY STATEMENT OF ACCOUNTS 2012-13 [Appendix B](#)**

The Director of Finance submits a report which gives details of the requirement of the Committee to approve the audited final Statutory Statement of Accounts for the year 2012-13.

The Committee is recommended to approve the accounts.

Details of the Statement of Accounts will be circulated to Members of the Committee as soon as they are available.

**9. ANNUAL GOVERNANCE REPORT AND LETTER OF REPRESENTATION 2012/13** [Appendix C](#)

The External Auditor submits a report which summarises the 2012/13 audit of Leicester City Council.

The Committee are asked to note the report and approve the letter of representation.

**10. DRAFT ANNUAL GOVERNANCE STATEMENT FOR THE FINANCIAL YEAR 2012-13** [Appendix D](#)

The City Barrister and Head of Standards, and the Director of Finance submit a joint report to Committee of the draft Annual Governance Statement for 2012-13.

The Committee is asked to consider and approve the draft Annual Governance Statement for 2012-13.

**11. THE COMMITTEE'S ANNUAL REPORT TO COUNCIL FOR THE FINANCIAL YEAR 2012-13** [Appendix E](#)

The Director of Finance submits the annual report of the Audit and Risk Committee, setting out what the Committee has achieved over the municipal year 2012-13. The report will be presented to Council.

The Committee is recommended to approve the report for submission to Council.

**12. INTERNAL AUDIT ANNUAL REPORT FOR 2012-13** [Appendix F](#)

The Director of Finance submits a report to Committee which fulfils the requirements of CIPFA professional standards for Internal Audit in producing the Internal Audit Annual Report. The terms of reference for the Audit and Risk Committee also include the Committee's requirement to approve the Head of Internal Audit's annual report and to monitor performance on an annual basis.

The Committee are recommended to:

- Receive the report;
- Consider whether Internal Audit has met the Committee's expectations of the service during the year 2012-13;
- Approve the changes made to the Internal Audit Plan for 2012-13; and
- Make any recommendations it sees fit to the Director of Finance or the Executive.

**13. ANY OTHER URGENT BUSINESS**