



Leicester
City Council

MEETING OF THE AUDIT AND RISK COMMITTEE

DATE: THURSDAY, 14 NOVEMBER 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 Alfonso, Dr. Chowdhury, Desai, Grant, Meghani, Dr. Moore
and Naylor

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
Town Hall, Town Hall Square, Leicester LE1 9BG
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Email. Angie.Smith@Leicester.gov.uk

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 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 or call in at the Town Hall.

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

PUBLIC SESSION

AGENDA

BRIEFING SESSION - 5.00PM

**1. BRIEFING SESSION PRIOR TO MAIN MEETING -
FRAUD: REVENUES AND BENEFITS PROCESS
INCLUDING PROSECUTIONS**

The Investigations Manager and Principal Lawyer will deliver a presentation.

MAIN MEETING - 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.

4. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Audit and Risk Committee held on 24th October 2013, have been circulated, and Members are asked to confirm them as a correct record.

**5. EXTERNAL AUDITOR'S ANNUAL AUDIT LETTER [Appendix A](#)
2012-13**

The External Auditor submits an Annual Audit Letter which summarises the 2012/13 audit of Leicester City Council. The Committee are asked to note the report.

**6. INDEPENDENT REVIEW OF BCM ARRANGEMENTS [Appendix B](#)
AT LCC**

The Director of Finance submits a report to advise the Committee of the conclusions and recommendations arising from a twelve-week project looking at the Council's Business Continuity Management arrangements. The Committee is recommended to note the report.

**7. ANNUAL REPORT ON THE NATIONAL FRAUD [Appendix C](#)
INITIATIVE**

The Director of Finance submits a report for information, to update the Audit and Risk Committee on progress made on the National Fraud Initiative 2012/13 and to advise them about the NFI 2013/14 Data Matching exercise for Council

Tax Single Person Discount Fraud.

8. **ANY OTHER URGENT BUSINESS**
9. **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)

INTERNAL AUDIT UPDATE REPORT: FIRST AND SECOND QUARTERS
2013-14 Appendix B1

10. **INTERNAL AUDIT UPDATE REPORT: FIRST AND SECOND QUARTERS 2013-14** **Appendix B1**

The Director of Finance presents to Committee a summary of Internal Audit work completed in the first and second quarters of the financial year 2013-14.

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