



Leicester  
City Council

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

**DATE: THURSDAY, 24 OCTOBER 2013**

**TIME: 5:30 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  
(Tel. 0116 229 8897 Fax. 0116 229 8819)  
Email. [Angie.Smith@Leicester.gov.uk](mailto: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](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 - LCC  
RISK MANAGEMENT STRATEGY AND RISK  
REGISTER REPORTING PROCESS (PLUS  
INSURANCE POLICIES AND CLAIMS HANDLING)**

Training will be delivered by the Head of Internal Audit & Risk Management 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**

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

**5. PROJECT ASSURANCE PROCESS**

**Appendix A**

The Director of Delivery, Communications and Political Governance submits a report to bring to the attention of the Audit and Risk Committee, the Council's newly revised Project Assurance process. The Committee is asked to note the report, and its relevance in the context of their role in corporate governance and assurance.

**6. REGULATION OF INVESTIGATORY POWERS ACT  
2000 - ANNUAL PERFORMANCE REPORT**

**Appendix B**

The Director of Information and Customer Access submits a report on the performance of the Council in authorising Regulatory Investigation Powers Act (RIPA) applications, from 1<sup>st</sup> January 2012 to 31<sup>st</sup> December 2012.

The Committee is recommended to receive the report and note its contents, agreed to receive the data half-yearly, aligned with other regulatory papers every July/November in the future, and make any recommendations or comments it sees fit to either the Executive or Director of Information and Customer Access.

**7. RISK MANAGEMENT AND INSURANCE SERVICES UPDATE REPORT** **Appendix C**

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.

**8. TENDER FOR COUNCIL'S INSURANCE ARRANGEMENTS** **Appendix D**

The Director of Finance submits a report to advise the Board of the outcome of this year's insurance tender exercise.

The Committee is recommended to note how the Insurance Contract has been awarded and to whom, and the cost savings arising from the above, whilst the Council's cover and excesses remain the same.

**9. INTERNAL AUDIT - 3RD QUARTER OPERATIONAL PLAN 2013-14** **Appendix E**

The Director of Finance presents to Committee the detailed operations audit plans for the third quarter for the financial year 2013-14.

The Committee is asked to note the Internal Audit operational plans for the third quarter of 2013-14.

**10. ANY OTHER URGENT BUSINESS**