



Leicester
City Council

MEETING OF THE AUDIT AND RISK COMMITTEE

DATE: WEDNESDAY, 25 JUNE 2014

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, Dr. Moore and Naylor

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,
City Hall, 115 Charles Street, Leicester, LE1 1FZ
Tel. 0116 454 6354
Email. Angie.Smith@Leicester.gov.uk

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 Town Hall are accessible to wheelchair users. Wheelchair access to the Town Hall is from Horsefair Street (Press the buzzer on the left hand side of the door to be let in to the building, then take the lift to the ground floor and go straight ahead to the main reception).

Braille/audio tape/translation - If you require this please contact the Democratic Support Officer (production times will depend upon equipment/ facility availability).

Induction loops - There are induction loop facilities in Town Hall meeting rooms. Please speak to reception staff at the Town Hall or the Democratic Support Officer at the meeting if you wish to use this facility or contact us using the details below.

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Please feel free to use social media during this meeting.

If you wish to film proceedings at a meeting please let us know as far in advance as you can so that it can be considered by the Chair of the meeting who has the responsibility to ensure that the key principles set out below are adhered to at the meeting.

Key Principles. In recording or reporting on proceedings you 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;
- ✓ 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 Angie Smith, **Democratic Support on (0116) 454 6354** or email Angie.Smith@Leicester.gov.uk or call in at the Town Hall.

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

PUBLIC SESSION

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members are asked to declare any interests they may have in the business to be discussed.

3. MINUTES OF THE PREVIOUS MEETING

The Minutes of the previous meeting of the Audit and Risk Committee held on 15th April 2014 have been circulated, and Members will be asked to confirm them as a correct record.

4. PROCEDURAL GUIDANCE AND RECENT CHANGES IN ARRANGEMENTS FOR CASH HANDLING AT THE COUNCIL [Appendix A](#)

The Director of Finance presents to the Committee the current procedure rules on cash handling and security and the supplementary guidance issued by Internal Audit. The Committee are asked to note the report and to make such comments and recommendations as they see fit to the Director of Finance.

5. POLICY FOR ENGAGEMENT OF EXTERNAL AUDITORS FOR NON-AUDIT WORK [Appendix B](#)

The Director of Finance submits a report to seek the Audit and Risk Committee's approval of the 'Policy for Engagement of External Auditors for Non-Audit Work'.

6. RISK MANAGEMENT AND INSURANCE SERVICES UPDATE REPORT [Appendix C](#)

The Director of Finance submits a report which provides the 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 the Director of Finance.

7. PROPOSED SCHEDULE OF MEETINGS FOR THE FINANCIAL YEAR 2014-15 [Appendix D](#)

The Director of Finance presents to the Committee the schedule of meetings and their agendas for the Financial Year 2014-15 agreed at the meeting of 19th March 2014. The Committee is recommended to note the plan and content,

and raise any issues or questions with the report author of the Director of Finance.

8. ANY OTHER URGENT BUSINESS