



Leicester
City Council

MEETING OF THE AUDIT AND RISK COMMITTEE

DATE: MONDAY, 29 SEPTEMBER 2014
TIME: 5:30 pm
PLACE: THE OAK ROOM, GROUND FLOOR, TOWN HALL, TOWN HALL SQUARE, LEICESTER.

Members of the Committee

Councillor Westley (Chair)
Councillor Dr. Moore (Vice-Chair)

Councillors Alfonso, Dr Chowdhury, Desai, Grant, 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
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Information for members of the public

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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.

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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 City Hall, 115 Charles Street.

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

PUBLIC SESSION

AGENDA

**1. TRAINING SESSION PRIOR TO MAIN MEETING -
REGULATION OF INVESTIGATORY POWERS ACT
(RIPA) 2000**

The City Barrister and Head of Standards, and Information Governance Manager will outline the Council's policy and compliance with the Regulation of Investigatory Powers Act (RIPA) 2000.

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 30th July 2014 have been circulated, and the Committee is asked to confirm them as a correct record.

**5. REGULATION OF INVESTIGATORY POWERS ACT [Appendix A](#)
(RIPA) 2000: BI-ANNUAL PERFORMANCE REPORT
JANUARY 2014 - JUNE 2014**

The Director of Information Services submits a report on the performance of the Council in authorising Regulatory Investigation Powers Act (RIPA) applications, from 1st January 2014 to 30th June 2014. 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 Information Services.

**6. PROPOSED CHANGES TO THE CONTRACT [Appendix B](#)
PROCEDURE RULES AND FINANCE PROCEDURE
RULES**

The Director of Finance submits a report to inform the Audit and Risk Committee of proposed changes to the Contract Procedure Rules (CPR) and Finance Procedure Rules (FPR). The Committee is asked to consider the new CPR and changes to the FPR, and make any comments to Officers and/or Full Council.

7. COUNTER FRAUD ANNUAL REPORT 2013-14 [Appendix C](#)

The Director of Finance, the Director of Local Services and the Director of Housing submit a joint report, which provides information on counter-fraud activities during 2013-14 and 1 April 2014 to 30 June 2014. The Committee is recommended to receive the report, and make any recommendations or comments it sees fit wither to the Executive, the Director of Finance, the Director of Local Services or the Director of Housing.

8. REVIEW OF THE ANTI-FRAUD, BRIBERY AND CORRUPTION POLICY AND STRATEGY [Appendix D](#)

The Director of Finance submits to the Audit and Risk Committee a report on the review of the Anti-Fraud, Bribery and Corruption Policy and Strategy. The Committee is asked to receive the report, approve the Anti-Fraud, Bribery and Corruption Policy and make any recommendations or comments it sees fit either to the Executive or Director of Finance.

9. ANNUAL GOVERNANCE REPORT 2013/14 AND LETTER OF REPRESENTATION [Appendix E](#)

The External Auditor submits a report which summarises the 2013/14 audit of Leicester City Council.

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

10. ANNUAL GOVERNANCE STATEMENT 2013 - 2014 [Appendix F](#)

The Director of Finance submits a report to the Audit and Risk Committee for approval of the Council's Annual Governance Statement 2013-2014. The Committee is recommended to approve the report.

11. STATUTORY STATEMENT OF ACCOUNTS 2013-14 [Appendix G](#)

The Accounts and Audit (England) Regulations 2011 require that the Council present its audited Statement of Accounts by the 30th September following the end of the financial year, and that these accounts are adopted by the Audit and Risk Committee.

The Director of Finance submits a report which gives details of the final Statutory Statement of Accounts for the year 2013-14. The Audit and Risk 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.

12. ANNUAL REPORT OF THE AUDIT AND RISK COMMITTEE TO COUNCIL FOR THE MUNICIPAL YEAR 2013-14 [Appendix H](#)

The Director of Finance submits the Annual Report of the Audit and Risk

Committee that will be presented to Council on 13th November 2014. The report sets out what the Committee has achieved over the municipal year 2013-14.

There is no specific requirement for such a report. However, best practice for the Audit and Risk committee is to be able to demonstrate its effectiveness in overseeing the City Council's control environment and this is reflected in the Committee's terms of reference. The Audit and Risk Committee is recommended to approve the report for submission to Council.

13. ANY OTHER URGENT BUSINESS