



Leicester
City Council

MEETING OF THE AUDIT AND RISK COMMITTEE

DATE: TUESDAY, 27 SEPTEMBER 2016

TIME: 5:30 pm

PLACE: Meeting Room G.02, Ground Floor, City Hall, 115 Charles Street, Leicester, LE1 1FZ

Members of the Committee

Councillor Patel (Chair)

Councillor Westley (Vice-Chair)

Councillors Alfonso, Dr Barton, Cank, Dr Chowdhury and Hunter

Two unallocated Non-Group Places

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 & 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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Making meetings accessible to all

Wheelchair access – Public meeting rooms at the City Hall are accessible to wheelchair users. Wheelchair access to City Hall is from the middle entrance door on Charles Street - press the plate on the right hand side of the door to open the door automatically.

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 City Hall meeting rooms. Please speak to the Democratic Support Officer using the details below.

Filming and Recording the Meeting - The Council is committed to transparency and supports efforts to record and share reports of proceedings of public meetings through a variety of means, including social media. In accordance with government regulations and the Council's policy, persons and press attending any meeting of the Council open to the public (except Licensing Sub Committees and where the public have been formally excluded) are allowed to record and/or report all or part of that meeting. Details of the Council's policy are available at www.leicester.gov.uk or from Democratic Support.

If you intend to film or make an audio recording of a meeting you are asked to notify the relevant Democratic Support Officer in advance of the meeting to ensure that participants can be notified in advance and consideration given to practicalities such as allocating appropriate space in the public gallery etc.

The aim of the Regulations and of the Council's policy is to encourage public interest and engagement so in recording or reporting on proceedings members of the public 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 and intrusive lighting avoided;
- ✓ 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

FIRE / EMERGENCY EVACUATION

If the emergency alarm sounds, you must evacuate the building immediately by the nearest available fire exit and proceed to area outside the Ramada Encore Hotel on Charles Street as directed by Democratic Services staff. Further instructions will then be given.

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

Appendix A

The Minutes of the previous meeting of the Audit and Risk Committee held on 3rd August 2016 are attached, and Members will be asked to confirm them as a correct record.

4. COUNTER FRAUD ANNUAL REPORT 2015 - 16

Appendix B

The Director of Finance and the Director of Environmental and Enforcement Services submit a joint report, which provides the Audit and Risk Committee on counter-fraud activities during 2015-16. The Audit and Risk Committee is recommended to receive the report, and make any recommendations it sees fit to the Executive or the Director of Finance.

5. ANNUAL GOVERNANCE REPORT - ISO 260 REPORT TO THOSE CHARGED WITH GOVERNANCE

Appendix C

The External Auditor submits the ISA 260 Report to Those Charged with Governance a report which summarises the 2015/16 audit of Leicester City Council, and the requirement for Members to authorise the Director of Finance to sign the letter of representation to KPMG from the Council.

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

Details of the Annual Governance Report will be circulated to Members of the Committee as soon as they are available.

6. ANNUAL GOVERNANCE STATEMENT 2015-16 [Appendix D](#)

The Director of Finance submits a report to the Audit and Risk Committee for approval of the Council's Annual Governance Statement for the financial year 2015-16. The Committee is recommended to approve the report.

7. STATUTORY STATEMENT OF ACCOUNTS FOR THE FINANCIAL YEAR 2015-16 [Appendix E](#)

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 financial year 2015-16. The Committee is recommended to approve the accounts, and approve a letter of management representation.

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

8. ANNUAL REPORT OF THE AUDIT AND RISK COMMITTEE TO COUNCIL FOR THE MUNICIPAL YEAR 2015-16 [Appendix F](#)

The Director of Finance submits the Annual Report of the Audit and Risk Committee. The report sets out what the Committee has achieved over the municipal year 2015-16.

There is no specific requirement for such a report. However, best practice is for the Audit and Risk Committee 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.

9. INTERNAL AUDIT REPORT AND OPINION FOR THE FINANCIAL YEAR 2015-16 [Appendix G](#)

The Director of Finance submits the Internal Audit Annual Report and Opinion for the financial year 2015-16 to the Audit and Risk Committee. The Committee is recommended to receive and approve the contents of report, note that an audit opinion of 'substantial assurance' has been given in relation to the framework of governance, risk management and control for the year ended 31 March 2016, note that the opinions expressed together with significant matters arising from internal audit work (reported to the Committee 3 August 2016) have been given due consideration when developing and reviewing the authority's Annual Governance Statement for 2015/16 (also presented to the Committee for approval), note the conclusions of the review of the Effectiveness of Internal Audit, and make any recommendations it sees fit to the Director of Finance or the Executive.

10. RISK MANAGEMENT AND INSURANCE SERVICES **Appendix H**
UPDATE REPORT

The Director of Finance submits a report to provide 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 Director of Finance.

11. ANY URGENT BUSINESS