



Leicester
City Council

MEETING OF THE AUDIT AND RISK COMMITTEE

DATE: WEDNESDAY, 22 MARCH 2017

TIME: 5:30 pm

PLACE: Meeting Room G.01, 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.

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 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 meeting of the Audit and Risk Committee held on 8 February 2017 are attached and the Committee is asked to confirm them as a correct record.

4. EXTERNAL AUDIT PLAN FOR FINANCIAL YEAR 2016-17

Appendix B

The External Auditor submits a report that sets out how they will deliver their financial statements audit work (including the Annual Governance Statement) for Leicester City Council, and the approach for value for money work for 2016/17. The Committee are asked to note the report.

5. REPORT ON THE PROCUREMENT PLAN 2017-18

Appendix C

The Director of Finance submits to Committee the Council's Procurement Plan 2017-18, as required by the Contract Procedure Rules. The Committee is asked to note the report.

6. ANNUAL REVIEW OF THE COUNCIL'S ASSURANCE FRAMEWORK, LOCAL CODE OF CORPORATE GOVERNANCE AND THE AUDIT & RISK COMMITTEE'S TERMS OF REFERENCE

Appendix D

The Director of Finance and the City Barrister and Head of Standards (Monitoring Officer) submit a joint report to seek the Committee's approval of updates to the assurance and corporate governance processes at the City

Council and the Committee's own terms of reference. The Committee is asked to note the recommendations in the report and approve the three documents appended to the report.

7. PROPOSED INTERNAL AUDIT PLAN 2017-18 [Appendix E](#)

The Director of Finance submits to the Committee the draft Internal Audit Plan for the financial year 2017-18 to provide Members with the opportunity to review and agree the draft Plan. The Committee is recommended to receive the report, note its contents and seek clarification on any areas of the plan as required prior to approval, and make any recommendations or comments as it sees fit, either to the Executive or Director of Finance.

8. AUDIT & RISK COMMITTEE PLANNED AGENDAS AND MEETING DATES 2017-18 (DRAFT) [Appendix F](#)

The Director of Finance submits a report that provides the Committee with a proposed schedule of meetings and suggested agendas for the Financial Year 2017-18. The Committee is recommended to note its contents and accept the proposed plan content and to raise any issues or questions with the Head of Finance or the Director of Finance.

9. RISK MANAGEMENT AND INSURANCE SERVICES - UPDATE [Appendix G](#)

The Director of Finance submits a report that 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 note its contents and to make any recommendations or comments it sees fit either to the Executive or to the Director of Finance.

10. ANY URGENT BUSINESS