



Leicester
City Council

MEETING OF THE AUDIT AND RISK COMMITTEE

DATE: WEDNESDAY, 15 JUNE 2016

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
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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).

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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 23 March 2016 are attached, and Members will be asked to confirm them as a correct record.

4. AUDIT & RISK COMMITTEE MEMBERSHIP FOR 2016/17

Members are asked to note the membership of the Audit & Risk Committee as detailed on the front of the agenda.

5. AUDIT & RISK COMMITTEE MEETING DATES FOR 2016/17

Members are asked to note the dates for meeting of the Audit & Risk Committee for 2016/17 as follows:

2016:-

15 June

3 August

27 September (Tuesday)

16 November

2017:-

8 February

22 March

6. EXTERNAL AUDITORS' ANNUAL AUDIT FEES LETTER 2016/17 [Appendix B](#)

The External Auditor submits an Annual Audit Letter which summarises the audit work and fee proposed for the 2016/17 financial year at Leicester City Council. The Committee are asked to note the report.

7. EXTERNAL AUDIT: PROGRESS REPORT AND TECHNICAL UPDATE - JUNE 2016 [Appendix C](#)

The External Auditor submits a report to the Audit and Risk Committee with an overview of progress in delivering their responsibilities as external auditors. The report also highlights the main technical issues which are currently having an impact in local government. The Committee are asked to note the report.

8. INVOICE PAYMENT DATA - HALF YEARLY UPDATE [Appendix D](#)

The Director of Finance submits a report to provide the Audit & Risk Committee and update on the timeliness of invoice payments the authority makes to its suppliers of goods and services. The Committee is asked to note the content of the report, and the measures put in place to meet the manifesto commitment to improve the payment terms for small local business.

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

The Director of Finance submits a report to Committee on the annual review of the Anti-Fraud, Bribery and Corruption Policy and Strategy, as required under the Terms of Reference of the Audit & Risk Committee. The Committee is recommended to note the report and approve the Policy and Strategy.

10. ANNUAL REPORT ON THE NATIONAL FRAUD INITIATIVE (NFI) [Appendix F](#)

The Director of Finance submits a report which provides information to the Audit & Risk Committee on the National Fraud Initiative (NFI) exercises currently underway. The Committee is asked to note the report.

11. LOCAL GOVERNMENT ASSOCIATION'S CHIEF EXECUTIVE'S LETTER REGARDING EXTERNAL AUDITORS APPOINTMENT [Appendix G](#)

The Director of Finance submits a letter for information from the Chief Executive of the Local Government Association, regarding arrangements for the procurement of external auditors. The Committee is asked to note the letter.

12. ANNUAL APPROVAL OF THE POLICY FOR ENGAGEMENT OF EXTERNAL AUDITORS FOR NON-AUDIT WORK [Appendix H](#)

The Director of Finance submits a report to seek the Audit & Risk Committee's annual approval of the 'Policy for Engagement of External Auditors for Non-Audit Work'. The Committee is recommended to note the report and approve the policy.

13. SCHEDULE OF MEETINGS FOR THE FINANCIAL YEAR 2016 [Appendix I](#)

The Director of Finance submits a report to Audit & Risk Committee of its scheduled meetings and suggested agendas for the Financial Year 2016/17. The Committee is recommended to note the plan content.

14. RISK MANAGEMENT AND INSURANCE SERVICES (RMIS) UPDATE REPORT [Appendix J](#)

The Director of Finance submits a report that provides the Audit & Risk 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 the report.

15. INTERNAL AUDIT PLAN - QUARTER 2 2016/17 [Appendix K](#)

The Director of Finance submits a report to Audit & Risk Committee which presents the details operational audit plan for the second quarter of the financial year 2016/17. The Committee is recommended to note the report.

16. ANY URGENT BUSINESS