



Leicester  
City Council

## **MEETING OF THE AUDIT AND RISK COMMITTEE**

**DATE: WEDNESDAY, 6 DECEMBER 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 Dawood (Chair)

Councillor Westley (Vice-Chair)

Councillors Alfonso, Bajaj, Dr Chowdhury, Hunter and Dr Moore

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: Anita James**  
*Democratic Support, Democratic Services*  
*Leicester City Council,*  
*City Hall, 115 Charles Street, Leicester, LE1 1FZ*  
*Tel. 0116 454 6358*  
*Email. [Angie.Smith@Leicester.gov.uk](mailto: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](http://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](http://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 Anita James, **Democratic Support on (0116) 454 6358** or email [Anita.James2@leicester.gov.uk](mailto:Anita.James2@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 28 September are attached and Members will be asked to confirm them as a correct record.

#### **4. CHAIRS ANNOUNCEMENTS**

- *Outstanding Related Party Transactions Disclosure – 2016/17*

#### **5. EXTERNAL AUDITOR'S ANNUAL AUDIT LETTER 2016/17**

**Appendix B**

The External Auditor submits the Annual Audit Letter summarising the outcome of KPMG's audit work at Leicester City Council in relation to the 2016/17 audit year.

Members are asked to note the contents of the report.

#### **6. APPOINTMENT OF EXTERNAL AUDITOR'S FOR 2018/19 (INCLUDING GRANT CLAIMS)**

**Appendix C**

The Director of Finance submits a report providing the Committee with an update on the appointment of the Council's external auditors for the audit year 2018/19.

Members are asked to note the report.

**7. COUNTER FRAUD UPDATE REPORT 2017/18** [Appendix D](#)

The Director of Finance submits a report providing information on Financial Services counter-fraud activities between 1 April 2017 and 30 September 2017.

Members are asked to receive the report and make any recommendations or comments to the Executive or Director of Finance.

**8. PROCUREMENT PLAN HALF YEARLY UPDATE REPORT** [Appendix E](#)

The Director of Finance submits the Council's Procurement Plan update report as required by the Contract Procedure Rules which sets out a list of forthcoming procurement activity above EU thresholds anticipated in the coming year.

Members are asked to note the report.

**9. RISK MANAGEMENT UPDATE** [Appendix F](#)

The Director of Finance submits a report presenting an update on the Strategic and Operational Risk Registers, risk training schedule and claims data.

Members are asked to note the contents of the report and make any comments to the Executive or Director of Finance.

**10. DRAFT OF THE COMMITTEE'S ANNUAL REPORT TO COUNCIL 2016-17** [Appendix G](#)

The Director of Finance submits the Draft Annual Report of the Audit and risk Committee to Council setting out the Committee's achievements over the municipal year 2016-17.

Members are recommended to approve the report for submission to full Council on 25<sup>th</sup> January 2018.

**11. REVIEW OF THE COMMITTEE'S FORWARD WORKPLAN** [Appendix H](#)

The Director of Finance submits a report seeking the Committee's view on the scope of its future work plan and to signal a review of the Audit & Risk Committee's terms of reference.

Members are asked to comment on the terms of reference and associated work plan.

**12. INTERNAL AUDIT PLAN Q3 AND Q4 2017/18** [Appendix I](#)

The Director of Finance submits a report presenting the detailed operational audit plan for the remainder of the financial year 2017/18.

Members are asked to note the contents of the report.

### **13. PRIVATE SESSION**

#### **AGENDA**

##### **MEMBERS OF THE PUBLIC TO NOTE**

**Under the law, the Committee is entitled to consider certain items in private where in the circumstances the public interest in maintaining the matter exempt from publication outweighs the public interest in disclosing the information. Members of the public will be asked to leave the meeting when such items are discussed.**

The Committee is recommended to consider the following report in private on the grounds that it will contain “exempt” information as defined by the Local Government (Access to Information) Act 1985, as amended, and consequently makes the following resolution:-

“that the press and public be excluded during the consideration of the following report in accordance with the provisions of Section 100A (4) of the Local Government Act 1972, as amended, because it involved the likely disclosure of “exempt” information, as defined in the Paragraph detailed below of Par 1 of Schedule 12A of the Act, and taking all the circumstances into account, it is considered that the public interest in maintaining the information as exempt outweighs the public interest in disclosing the information.”

##### **Paragraph 3**

Information relating to the financial or business affairs of any particular person (including the authority holding that information).

This report concerns the strength of internal controls in the City Council’s financial and management processes and includes references to material weaknesses and areas thereby vulnerable to fraud or other irregularity. It is considered that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

### **14. SUMMARY OF INTERNAL AUDIT WORK FOR 2017-18 [Appendix J](#) TO END OF SEPTEMBER 2017**

The Director of Finance submits a report presenting a summary of Internal Audit work completed in the first half of the financial year 2017-18 to end September 2017.

Members are recommended to receive the report and note the key issues identified.

**15. ANY OTHER URGENT BUSINESS**