



Leicester
City Council

MEETING OF THE AUDIT AND RISK COMMITTEE

DATE: WEDNESDAY, 25 JULY 2018

TIME: 5:30 pm

PLACE: Meeting Room G.01, Ground Floor, City Hall, 115 Charles Street, Leicester, LE1 1FZ

Members of the Committee

Councillor Riyait (Chair)

Councillor Westley (Vice-Chair)

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

One Labour Group unallocated place

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
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Email. Anita.James2@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

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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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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 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 HELD 13TH JUNE 2018 [Appendix A](#)

The minutes of the meeting of the Audit and Risk Committee held 13 June 2018 are attached and Members will be asked to confirm them as a correct record.

4. ANNUAL GOVERNANCE REPORT [Appendix B](#)

The External Auditor KPMG submits the ISO 260 Report to those charged with governance, a report that summarises the key findings of the 2017/18 audit of Leicester City Council, the Auditors' assessment of the Council's arrangements to secure value for money (VFM), and the requirement for Members to authorise the Director of Finance to sign the letter of representation to KPMG from the Council.

The Committee will be 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.

5. THE COUNCIL'S ANNUAL GOVERNANCE STATEMENT 2017/18 [Appendix C](#)

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 2017/18.

The Committee will be recommended to approve the report.

6. THE STATEMENT OF ACCOUNTS AND LETTER OF REPRESENTATION 2017/18 [Appendix D](#)

The Director of Finance submits a report providing details of the Accounts and Audit (England) Regulations 2015 which require that the Council present its audited Statement of Accounts for 2017/18 by the 31 July 2018

The Committee is recommended to approve the accounts and approve a letter of representation.

7. POLICY FOR ENGAGEMENT OF EXTERNAL AUDITORS FOR NON-AUDIT WORK AND EXTERNAL AUDIT OF GRANT CLAIMS [Appendix E](#)

The Director of Finance submits a report seeking approval of the policy for engagement of external auditors for non-audit work and external audit of grant claims.

The Committee will be asked to approve the policy.

8. REGULATION OF INVESTIGATORY POWERS ACT 2000 - BI-ANNUAL PERFORMANCE JANUARY 2018 - JUNE 2018 [Appendix F](#)

The City Barrister and Head of Standards submits a report advising the Committee on the performance of the Council in authorising Regulatory Investigatory Powers Act 2000 (RIPA) applications from 1st January 2018 to 30 June 2018.

9. COUNTER FRAUD ANNUAL REPORT 2017/18 [Appendix G](#)

The Director of Finance submits a report providing information on counter-fraud activities during 2017/18 to the Committee, confined to the City Council's Corporate Investigations Team.

The Committee will be asked to note the contents and make any comments or recommendations it sees fit to the Executive or the Director of Finance.

10. RISK MANAGEMENT UPDATE (APRIL 2018 RISK REGISTER) [Appendix H](#)

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

The Committee will be asked to note the contents of the report and make any comments to the Executive or Director of Finance.

11. AUDIT & RISK COMMITTEE TIMETABLE

Appendix I

The Audit & Risk Committee timetable is attached for noting.

The Committee will be invited to suggest topics for training sessions prior to commencement of the main meetings.

12. ANY OTHER URGENT BUSINESS