

# Agenda for a meeting of the Governance and Audit Committee to be held on Friday 10 October 2014 at 1000 in Committee Room 4, City Hall, Bradford

## Members of the Committee – Councillors

CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT
Eaton	L Smith (Ch)	J Sunderland
	Ikram (DCh)	
	M Slater	

## Alternates:

Conservative	Labour	Liberal Democrat
Ellis	Akthar	Middleton
	K Hussain	
	Swallow	

## Notes:

- This agenda can be made available in Braille, large print or audio format on request by contacting the Agenda contact shown below.
- The taking of photographs, filming and sound recording of the meeting is allowed except if Councillors vote to exclude the public to discuss confidential matters covered by Schedule 12A of the Local Government Act 1972. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted. Anyone attending the meeting who wishes to record or film the meeting's proceedings is advised to liaise with the Agenda Contact who will provide guidance and ensure that any necessary arrangements are in place. Those present who are invited to make spoken contributions to the meeting should be aware that they may be filmed or sound recorded.
- If any further information is required about any item on this agenda, please contact the officer named at the foot of that agenda item.
- Light refreshments will be provided for Members of the Committee only.

## From:

S Hemingway  
 City Solicitor  
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## To:



Suzan Hemingway, City Solicitor

## A. PROCEDURAL ITEMS

### 1. **ALTERNATE MEMBERS** (Standing Order 34)

The City Solicitor will report the names of alternate Members who are attending the meeting in place of appointed Members.

### 2. **DISCLOSURES OF INTEREST**

(Members Code of Conduct - Part 4A of the Constitution)

To receive disclosures of interests from members and co-opted members on matters to be considered at the meeting. The disclosure must include the nature of the interest.

An interest must also be disclosed in the meeting when it becomes apparent to the member during the meeting.

*Notes:*

- (1) *Members may remain in the meeting and take part fully in discussion and voting unless the interest is a disclosable pecuniary interest or an interest which the Member feels would call into question their compliance with the wider principles set out in the Code of Conduct. Disclosable pecuniary interests relate to the Member concerned or their spouse/partner.*
- (2) *Members in arrears of Council Tax by more than two months must not vote in decisions on, or which might affect, budget calculations, and must disclose at the meeting that this restriction applies to them. A failure to comply with these requirements is a criminal offence under section 106 of the Local Government Finance Act 1992.*
- (3) *Members are also welcome to disclose interests which are not disclosable pecuniary interests but which they consider should be made in the interest of clarity.*
- (4) *Officers must disclose interests in accordance with Council Standing Order 44.*

### 3. **INSPECTION OF REPORTS AND BACKGROUND PAPERS**

(Access to Information Procedure Rules – Part 3B of the Constitution)

Reports and background papers for agenda items may be inspected by contacting the person shown after each agenda item. Certain reports and background papers may be restricted.

Any request to remove the restriction on a report or background paper should be made to the relevant Director or Assistant Director whose name is shown on the front page of the report.

If that request is refused, there is a right of appeal to this meeting.

Please contact the officer shown below in advance of the meeting if you wish to appeal.

(Fatima Butt - 01274 432227)

## **B. BUSINESS ITEMS**

### **4 USE OF COUNCIL RESOURCES FOR ELECTION PURPOSES**

The City Solicitor will submit **Document “Q”** which is a report prepared by the Monitoring Officer in accordance with the provisions of the Local Government and Housing Act 1989, Section 5(3) and is to inform all Members of Council where, in the opinion of the Monitoring Officer, the authority has acted in contravention of an enactment or rule of law.

#### **Recommended-**

- (1) That it is recommended to Council that Members consider the issues raised in Document “Q” and acknowledge the actions taken to establish the facts and the risk identified as a result thereof.**
- (2) That specific advice is provided to all Members who are candidates or agents in a local election to remind them that Council resources must not be used to produce election publicity material.**
- (3) That the guidance provided to all senior managers and Members of Council is specifically circulated to all employees who have a direct working relationship with Members and their managers with an instruction to managers to discuss the specific obligations with individual members of staff.**

(Suzan Hemingway – 01274 432496)

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