

Agenda for a meeting of the Governance and Audit Committee to be held on Friday 21 November 2014 at 1100 in Committee Room 1, City Hall, Bradford

Members of the Committee – Councillors

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

Alternates:

Conservative	Labour	Liberal Democrat
Ellis	Akthar	Middleton
	K Hussain	
	Ikram	

Notes:

- Briefing at 10.00 in Committee Room 1
 - 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 and video or sound recording of the meeting, may only take place with the permission of a majority of elected members of the Committee at the meeting.
 - 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
 Agenda Contact: Fatima Butt
 Phone: 01274 432227
 E-Mail: fatima.butt@bradford.gov.uk

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. MINUTES

Recommended –

That the minutes of the meetings held on 19 September, 10 and 24 October 2014 be signed as a correct record (previously circulated).

4. 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

5. THE ANNUAL AUDIT LETTER FOR THE 2013/14 AUDITS OF CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL AND WEST YORKSHIRE PENSION FUND

Previous Reference: Minute 26 (2014/2015)

The External Auditor will submit **Document “V”** which summarises the key issues arising from the Annual Audit Letter for the 2013/14 Audits of City of Bradford Metropolitan District Council and the West Yorkshire Pension Fund which have been reported previously to the Committee during the year.

The letter also summarises the key issues detailed in the Audit Completion Reports which were presented to the Committee on 19 September 2014.

Recommended-

That the Annual Audit Letter for the 2013/14 Audits of City of Bradford Metropolitan District Council and the West Yorkshire Pension Fund be considered.

(Steve Appleton – 01274 431995)

6. INTERNAL AUDIT PLAN 2014/15– MONITORING REPORT AS AT 30 SEPTEMBER 2014

Previous Reference: Minute 77 (2013/14)

The Director of Finance will submit **Document “W”** which brings to the attention of members of the Committee any significant issues arising from the audit work undertaken to date and to inform them about the progress made up to 30 September 2014, against the Internal Audit Plan, which was approved by the Committee on 4 April 2014.

Recommended-

- (1) That assurance be taken from the results to date that show that the control environment of the authority is overall satisfactory.**
- (2) That the anticipated coverage and changes of Internal Audit work during the year be endorsed.**
- (3) That Internal Audit be required to monitor the control environment and continue to assess areas of control weakness and the ability of management to deliver improvements to the control environment when required.**
- (4) That Internal Audit be required to monitor its resourcing levels to ensure that they are sufficient and appropriate to support an effective Internal Audit function.**

(Mark St Romaine – 01274 432888)

7. USE OF COUNCIL RESOURCES FOR ELECTION PURPOSES

Previous Reference: Minute 31 (2014/15)
Council Minute 38 (2014/15)

Members are reminded that on 10 October 2014 the Monitoring Officer submitted a statutory report under Section 5 of the Local Government Act 1989 on the use of Council resources for election purposes to the meeting of the Committee. The Committee requested additional information and resolved that a further report be submitted in November which addresses the issues raised at the meeting.

In accordance with the above the Assistant City Solicitor will submit **Document “X”** which provides the further information sought by the Committee at its meeting on 10 October 2014.

Recommended-

That the Committee considers the further information provided in Document “X” and decides whether there are any further matters which need to be considered by Council at its meeting on 9 December 2014.

(Dermot Pearson – 01274 432496)

8. PRODUCER CITY GOVERNANCE

Previous Reference: Minute 17 (2014/15)

Members are reminded that this Committee at its meeting held on 25 July 2014 considered a report on the Producer City Strategy and Governance and resolved:

- (1) *That the progress to establish a Producer City Board and the three supporting partnership boards be noted.*
- (2) *That a further report be presented to this Committee at its meeting on 21 November 2014 which includes information on composition of the boards; identification, delivery and measurement of the objectives; financial management and governance arrangements; interface with Overview and Scrutiny; accountability; how well the boards are doing in relation to their objectives and growth aspirations.*
- (3) *That the observation/comments made by the Committee on the content of the report be referred to the Producer City Board and constituent Boards for their consideration.*

In accordance with resolution 2 above the Strategic Director, Regeneration and Culture will submit **Document “Y”** which provides an update on progress to establish governance structures to deliver the Producer City strategy through the creation of a new Producer City Board and associated delivery boards.

Recommended-

- (1) **That the progress to establish the Producer City Board and the three supporting partnership boards be noted.**
- (2) **That the proposals for the delivery of the Producer City and the associated governance arrangements be endorsed.**

- (3) That Members make any observation or comment on the content of the report and that these are referred to the Producer City Board and constituent Boards for their consideration.**

(Mark Clayton – 01274 434558)
