

## Minutes of a meeting of the Governance and Audit Committee held on Friday 12 December 2014 at City Hall, Bradford

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Commenced 1035  
Concluded 1145

### PRESENT – Councillors

CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT
Eaton	L Smith	Middleton
	M Slater	
	Swallow	

### Councillor L Smith in the Chair

#### 46. DISCLOSURES OF INTEREST

- (1) Councillor Middleton disclosed an interest in Minute 48 as he was an alternate on the Area Planning Panel (Bradford).
- (2) Councillor Swallow disclosed an interest in Minute 48 as she was a Member on the Area Planning Panel (Bradford).
- (3) Councillor M Slater disclosed an interest in Minutes 51 and 52 as he was a Member of the West Yorkshire Pension Fund Joint Advisory Group and Investment Advisory Panel.
- (4) All those who were in the West Yorkshire Pension Fund disclosed an interest in Minutes 51 and 52.
- (5) Councillor Eaton disclosed an interest in Minutes 51 and 52 as the report made reference to HSBC and her son in law was the Head of Investment at HSBC.

**ACTION:** *Assistant City Solicitor*



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

There were no appeals submitted by the public to review decisions to restrict documents.

#### 48. **SCHEME OF DELEGATION OF PLANNING DECISIONS**

This Committee at its meeting held on 10 January 2014 considered the revised Planning Code of Conduct and requested at that meeting that the Scheme of Delegation be submitted to this Committee.

The Strategic Director, Regeneration and Culture submitted **Document “Z”** which provided an explanation of the Scheme of Delegation used by the Regulatory and Appeals Committee and the two area planning panels and planning officers in the determination of planning applications.

It was reported that the latest version of the Scheme of Delegation was approved by the Regulatory and Appeals Committee at their meeting on 6 January 2011; any amendments required to the Scheme would be reported to the Regulatory and Appeals Committee; there had not been any significant changes required to the Scheme since 2011 and although there had been some changes to planning regulations these had been minor.

Members were informed that some of the minor changes that had occurred since the Scheme of Delegation was last approved included; title of officers had changed; legislation changes under the housing extension policy; legislation changes relating to single storey extensions to semi detached properties and applications for change of use from residential to office without change of use application.

The Planning Manager reiterated that a recent relaxation of national planning regulations meant that more could be done under permitted development or prior notification rules, without the need for full planning permission.

Members commented on a number of issues which included:

- How much monitoring was undertaken in areas where planning approval was not required?
- Had the authority lost income from the changes in planning regulations?
- In terms of clarity Part C of the document should say “provided no written representations contrary to the recommendation of the relevant case officer have been received”. This made it clear that if the recommendation from the Planning Officer was for refusal, it could still proceed to the planning panel if requested by a Councillor.
- Paragraph B6 – second paragraph needed rewording.
- Scheme of Delegation required updating to include the changes in legislation.

In response to Members’ questions it was reported that:

- Planning sites were visited by officers when extensions had been completed to ensure they complied with the planning regulations.
- Changes in legislation had resulted in reduced planning income.
- Changes in legislation to single storey extensions caused problems in that the authority was receiving complaints from people who were refused planning permission a few years ago.

**Resolved –**

- (1) **That the Regulatory and Appeals Committee be requested to revise the Scheme of Delegation of Planning Decisions Document in Summer 2015 taking on board the comments made by this Committee in relation to:**
  - (i) **Part (c) (page 6) First Paragraph (second line) – change the wording to “provided no written representations contrary to the recommendation of the relevant case officer have been received”**
  - (ii) **Part B6 second paragraph – reword paragraph**

**and incorporates the most up to date legislation.**
- (2) **That the training provided to Members relating to planning be re-examined to include areas such as the planning portal.**

***ACTION: Strategic Director, Regeneration and Culture/Member Development Manager***

**49. RISK MANAGEMENT UPDATE AT 30 NOVEMBER 2014**

Bradford Metropolitan District Council provided a considerable range of vital services to the people of Bradford district, from education and social care to managing local elections, processing benefits payments and refuse collection amongst many others.

Because of the importance, diversity and number of services the Council provided it was essential that the Council recognised, managed and monitored the key risks that could threaten the organisation and the delivery of its strategic priorities for the district.

The Director of Finance submitted **Document “AA”** which provided an update on Risk Management.

Members were informed that in the External Auditor’s interim report of June 2014, the External Auditor commented on the lack of reporting to Members and Executive in respect of risk and risk management.

It was reported that Risk Management would be a standing item each quarter on the Corporate Management Teams agenda and that Internal Audit would work with Members to determine their reporting needs.

Members were informed that reporting risks through the Council’s quarterly finance and performance reports would be prepared for the Financial Position Statement for the Third Quarter to the Executive timetabled for the 10 February 2015.

It was reported that Bradford Council’s risk register was held on the performance management system Covalent which was the system most utilised by the Councils surveyed by KPMG.

Members were informed that in respect of the reporting of risks the average across local authorities was that a senior officer review would take place four times a year and member review would take place three times a year. If the current proposal was implemented, to incorporate risk management into the regular finance and performance monitoring reports of the Council, then this would bring the Council's risk management processes within the standard reporting cycle across Councils.

It was reported that Internal Audits findings indicated that risk management was generally well embedded but needed to make mitigation actions clearer and to ensure updates on the Corporate risk database (Covalent) were more timely.

In response to Members' questions it was reported that the Committee could look at how quickly risk actions were being refreshed.

The Chair emphasised that consideration needed to be given as to the timing of risk management reports to Executive, Corporate and this Committee.

**Resolved –**

- (1) That the continuing work being undertaken throughout the organisation to ensure that risk management is being applied in accordance with the Council's Risk Management Strategy be noted.**
- (2) That the presentation on risk management be delivered to Executive.**
- (3) That the Chair of this Committee, Executive and Corporate Overview and Scrutiny Committee engage in dialogue on the reporting mechanisms relating to risk management.**

***ACTION: Director of Finance***

**50. EXCLUSION OF THE PUBLIC**

**Resolved –**

**That the public be excluded from the meeting during the consideration of the items relating to minutes of the West Yorkshire Pension Fund Investment Advisory Panel held on 16 and 17 September 2014 and the WYPF Investment Advisory Panel held on 6 November 2014 because the information to be considered is exempt information within paragraph 3 (Financial or Business Affairs) of Schedule 12A of the Local Government Act 1972. It is also considered that it is in the public interest to exclude public access to these items.**

**51. MINUTES OF WEST YORKSHIRE PENSION FUND (WYPF) INVESTMENT ADVISORY PANEL MEETING HELD ON 16 AND 17 SEPTEMBER 2014**

The Council's Financial Regulations required the minutes of meetings of the WYPF be submitted to this Committee.

In accordance with this requirement, the Director of West Yorkshire Pension Fund submitted **Not for Publication Document “AB”** which reported on the minutes of the meeting of the WYPF Investment Advisory Panel held on 16 and 17 September 2014.

**Resolved –**

**That the minutes of the West Yorkshire Pension Fund Investment Advisory Panel held on 16 and 17 September 2014 were considered.**

**52. MINUTES OF WEST YORKSHIRE PENSION FUND (WYPF) INVESTMENT ADVISORY PANEL MEETING HELD ON 6 NOVEMBER 2014**

The Council's Financial Regulations required the minutes of meetings of the WYPF be submitted to this Committee.

In accordance with this requirement, the Director of West Yorkshire Pension Fund submitted **Not for Publication Document “AC”** which reported on the minutes of the meeting of the WYPF Investment Advisory Panel held on 6 November 2014.

**Resolved –**

- (1) That the minutes of the West Yorkshire Pension Fund Investment Advisory Panel held on 6 November 2014 were considered.**
- (2) That the West Yorkshire Pension Fund Staff be congratulated for winning the corporate governance and engagement category which recognised exceptional performance in managing local authority pension schemes at the national Local Government Chronicle Investment Awards in London.**

***ACTION: Director of West Yorkshire Pension Fund***

Chair

**Note: These minutes are subject to approval as a correct record at the next meeting of the Committee.**

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THESE MINUTES HAVE BEEN PRODUCED, WHEREVER POSSIBLE, ON RECYCLED PAPER