

Agenda for a meeting of the Governance and Audit Committee to be held on Friday 26 June 2015 at 1100 in Committee Room 1, City Hall, Bradford

Members of the Committee – Councillors

CONSERVATIVE	LABOUR	INDEPENDENT
Eaton	L Smith (Ch)	Naylor
	M Slater (DCh)	
	Swallow	

Alternates:

<i>Conservative</i>	<i>Labour</i>	<i>Independent</i>
Ellis	K Hussain	Hawkesworth
	Ikram	

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.
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From:

Dermot Pearson
 Assistant City Solicitor
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To:



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 20 March and 17 April 2015 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 EXTERNAL AUDIT PROGRESS REPORT FOR THE 2014/15 AUDITS OF CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL AND WEST YORKSHIRE PENSION FUND

The External Auditor will submit **Document “A”** which updates the Committee on progress with the 2014/15 audits and highlights key emerging national issues which may be of interest to the Committee.

Recommended-

That the external audit progress report be considered.

(Steve Appleton – 01274 431995)

6 REVIEW OF ARRANGEMENTS FOR SECURING VALUE FOR MONEY

External Auditors have a statutory duty to confirm that the Authority have made proper arrangements for securing economy, efficiency and effectiveness in the Council’s use of resources (the value for money conclusion). In identifying value for money risks External Audit consider a wealth of information from meetings with management, review of documents and benchmarking with other authorities.

The External Auditor will submit **Document “B”** which updates the Committee on the risk assessment for the 2014/15 value for money conclusion. The report informs the Council of the findings from this risk assessment as well as the further work required to give the value for money conclusion.

Recommended-

That the review of arrangements for securing value for money be considered and that the recommendation made in the report (Document “B”) is addressed when the Medium Term Financial Strategy is updated.

(Ross Woodley - 0191 3836303)

7 **AUDIT STRATEGY MEMORANDUM 2014/15 – WEST YORKSHIRE PENSION FUND**

The Audit Strategy Memorandum sets out the External Audit plan for 2014/15, it:

- describes the approach to the audit opinion on the accounts;
- includes the assessment of the significant risks of material misstatement in the accounts; and
- outlines the proposed testing strategy to address the identified risks.

The External Auditor will submit **Document “C”** which sets out the plan for the external audit of West Yorkshire Pension Fund for 2014/15.

Recommended-

That the Audit Strategy Memorandum for West Yorkshire Pension Fund for 2014/15 be considered.

(Steve Appleton – 01274 431995)

8 **GOVERNANCE AND AUDIT COMMITTEE’S LETTER OF REPRESENTATION FOR EXTERNAL AUDIT**

The Finance Director will submit **Document “D”** which details the requirements of external audit to seek assurance from the Governance and Audit Committee, that Bradford Council has the required controls in place to support the proper governance of the Council’s affairs and that the financial statements are protected from fraud and error.

The report includes for the Committee’s consideration, a draft letter of representation which responds to external audit’s questions. If approved the letter of representation should be signed by the Chair on behalf of the Committee and sent to external audit.

Recommended-

That the Committee delegate to the Director of Finance, in consultation with the Chair of Governance and Audit Committee, authority to finalise the wording of the draft letter of representation and to send it to the Council's external auditors on behalf of the Committee.

(Mark St Romaine – 01274 432888)

9 **ANNUAL GOVERNANCE STATEMENT 2014-15**

In order to meet the statutory requirements set out in the Statement of Accounts and Audit (England) Regulations 2011 it is necessary for the Council to conduct a review of the effectiveness of its governance framework and system of internal control at least once in a year.

The Director of Finance will submit **Document “E”** which sets out the requirement to conduct the annual review of the effectiveness of the Council’s governance framework and system of internal control. It reports the conclusions of that review and produces the Annual Governance Statement for 2014-15 to accompany the Council’s Statement of Accounts.

Recommended-

That the Committee authorise the Leader of the Council and the Chief Executive to sign the document, on behalf of the Council, to accompany the Statement of Accounts 2014-15.

(Mark St Romaine – 01274 432888)

10 COMMUNITY ASSET TRANSFER POLICY AND PROCESS

The Strategic Director, Regeneration and Culture will submit **Document “F”** which informs the Committee of the proposed changes to update the existing Community Asset Transfer Policy approved in 2012. It seeks the Committees comments and recommendations in relation to the proposed changes to the policy and inclusion of a transparent process of evaluation to support the delivery of successful community asset management transfers.

Recommended-

- (1) That Members note the proposed changes to Section 7.10 Decision Making in the Community Asset Transfer Policy 2015 (Appendix 1) in particular the final authorisation of Community Asset Transfer applications be authorised by the Strategic Director of Regeneration & Culture, following the implementation of a framework.**
- (2) Members make comments and recommendations in relation to the proposed framework.**

(Stephanie Moore – 01274 432256)

11 REVIEW OF THE CONSTITUTION

The Assistant City Solicitor will submit **Document “G”** which provides Members with details of proposed amendments to the Constitution for recommendation to Council.

Recommended-

That Committee recommend to Council the adoption of the proposed amendments to the Constitution set out in Appendices 1 to 6 of Document “G”.

(Dermot Pearson – 01274 432496)

12 AMENDMENTS TO THE CONSTITUTION - DISCIPLINARY PROCEDURES FOR THE HEAD OF PAID SERVICE, MONITORING OFFICER AND CHIEF FINANCE OFFICER

The Deputy Monitoring Officer will submit **Document “G1”** which provides details of proposed amendments to the Constitution for recommendation to Council following the introduction of the Local Authorities (Standing Orders)(England)(Amendment) Regulations 2015. These Regulations change the statutory disciplinary process for the Head of Paid Service, Monitoring Officer and Chief Finance Officer.

Recommended-

That the Committee recommend to Council for approval: -

- (1) That a Chief Officer Disciplinary Committee be established with the composition, quorum, and functions as set out in Appendix A to Document G1.**
- (2) The amendments to Article 12A (Staffing Committee) of the Constitution as set out in Appendix B to Document G1.**
- (3) The amendments to the Officer Employment Procedure Rules as set out in Appendix C to Document G1.**
- (4) The amendments to Article 4 of the Council's Constitution as set out in Appendix D to Document G1.**
- (5) That Mr Mohammed Shakeel be invited to serve as an independent person on the Chief Officer Disciplinary Committee, and if he accepts to be appointed to serve on that Committee.**
- (6) That the Deputy Monitoring Officer, in consultation with the Chair of Governance and Audit Committee be authorised to identify suitable independent persons appointed by other authorities for appointment to the Chief Officer Disciplinary Committee and bring a further report to Council for the purpose of making the appointments.**

(Mandy Hill – 01274 432214)
