

Agenda for a meeting of the Governance and Audit Committee to be held on Friday 24 July 2015 at 1100 in Committee Room 1, City Hall, Bradford

Members of the Committee – Councillors

CONSERVATIVE	LABOUR	THE INDEPENDENTS
Eaton	L Smith (Ch)	Naylor
	Thornton (DCh)	
	Swallow	

Alternates:

<i>Conservative</i>	<i>Labour</i>	<i>The Independents</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. **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. INTERNAL AUDIT ANNUAL REPORT 2014/15

The Director of Finance will present **Document “H”** reviewing the service Internal Audit has provided to the Council during the financial year 2014/15.

Recommended-

That the Committee recognises and supports the work carried out by Internal Audit during 2014/15.

(Mark St Romaine – 01274 432888)

5. INTERNAL AUDIT PLAN 2015/16

The report of the Director of Finance, **Document “I”**, outlines the Internal Audit Plan for the financial year 2015/16. The delivery of the audit plan will assist with risks within the systems reviewed being managed to an acceptable level through improvement in internal control.

Recommended-

That the Committee reviews and approves the Internal Audit Plan for 2015/16.

(Mark St Romaine – 01274 432888)

6. CORPORATE FRAUD UNIT – ANNUAL PERFORMANCE INFORMATION

Annually the Committee requires that information is provided on the performance of the Corporate Fraud Unit. The report of the Director of Finance, **Document “J”**, provides assurances that the Council’s counter fraud arrangements are effective.

Recommended-

That the Committee notes the key performance information at Appendix A.

(Tracey Banfield – 01274 434794)

7. THE DISPOSAL OF LAND AND PROPERTY

At its meeting of 12 February the Corporate Overview and Scrutiny Committee requested that the Governance and Audit Committee considers during its review of the Council’s Constitution whether major asset disposals should be a key decision of Council. The report of the Strategic Director Regeneration and Culture, **Document “K”**, sets out current arrangements for decisions to be made about the disposal of land and property and invites the views of the Committee.

Recommended-

That Committee recommend to full Council that the current arrangements continue and that the situation be reviewed upon the implementation of any changes that come into effect as a result of the Draft Local Authorities (Functions and Responsibilities) (England) Regulations 2015 consultation.

(Belinda Gaynor – 01274 434309)

8. REVIEW OF PROTOCOLS AND THE MEMBERS' CODE OF CONDUCT

At its meeting on 21 November 2014 Governance and Audit Committee considered a report on the Use of Council Resources for Election Purposes and resolved: *“That in light of the issues highlighted in the report (Document “X”) the Protocols on Members Use of Council Resources, Member-Officer Relations and the Members Code of Conduct be revisited and submitted to this Committee for consideration.”* The Assistant City Solicitor will present **Document “L”** revisiting the protocols and the Members' Code of Conduct as required.

Recommended-

That the Committee consider the further information provided in this report and decide whether to recommend to full Council any amendments to the Protocols on Member-Officer Relations and Member Use of Council Resources and whether to recommend to Standards Committee any amendments to the Members' Code of Conduct.

(Dermot Pearson – 01274 432496)

9. EXCLUSION OF THE PUBLIC

The Committee is asked to consider if the item relating to the minutes of the meeting of the West Yorkshire Pension Fund Investment Advisory Panel meeting held on 30 April 2015 should be considered in the absence of the public and, if so, to approve the following recommendation:

Recommended –

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 meeting held on 30 April 2015 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 this item.

10. MINUTES OF WEST YORKSHIRE PENSION FUND (WYPF) INVESTMENT ADVISORY PANEL MEETING HELD ON 30 APRIL 2015

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

In accordance with this requirement, the Director of West Yorkshire Pension Fund will submit **Not for Publication Document “M”** which reports on the minutes of the meeting of the WYPF Investment Advisory Panel held on 30 April 2015.

Recommended –

That the minutes of the West Yorkshire Pension Fund Investment Advisory Panel held on 30 April 2015 be considered.

(Rodney Barton – 01274 432317)
