

**Agenda for a meeting of the Governance and Audit Committee to be held on Friday 25 September 2015 at 1100 in Committee Room 1, City Hall, Bradford**

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**Members of the Committee – Councillors**

<b>CONSERVATIVE</b>	<b>LABOUR</b>	<b>THE INDEPENDENTS</b>
Eaton	L Smith (Ch) Thornton (DCh) Swallow	Naylor

**Alternates:**

<b>Conservative</b>	<b>Labour</b>	<b>The Independents</b>
Ellis	K Hussain Ikram	Hawkesworth

**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.
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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 26 June and 24 July 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. OUTDOOR LEARNING CENTRES – FUTURE GOVERNANCE ARRANGEMENTS**

Previous Reference: Minute 78 (2013/14)

The Strategic Director, Children's Services will present **Document "N"** which reports on the progress being made towards establishing the future governance of Nell Bank, Ingleborough Hall and Buckden House Outdoor Learning Centres.

#### **Recommended-**

- (1) That the arrangements in place that support the setting up of a Charitable Incorporated Organisation be noted.**
- (2) That the Strategic Director, Children's Services be requested to bring a report on the progress towards establishing Trust status in the Spring of 2016.**

(Linda Mason – 01274 385676)

#### **6. REVIEW OF PROTOCOLS AND THE MEMBERS' CODE OF CONDUCT**

Previous Reference: Minute 19 (2015/16)

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 then submitted a report to the meeting of Governance and Audit Committee on 24 July 2015 and the Committee resolved:

“That a revised report be submitted to the Committee which includes information on sanctions available when a Members’ code is breached, protecting staff from bullying and rewording bullet point 4 of paragraph 3.3 to Document “L”.”

In accordance with the above The Assistant City Solicitor will submit **Document “O”** which reports on the information requested by Members.

**Recommended-**

- (1) **That the Committee consider the further information provided in this report and decide whether to recommend to 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.**
- (2) **That the Committee recommend to Council that paragraph 19.2 of the Protocol on Member-Officer Relations be amended so as to read:**

*The relevant political group leader and the Chief Executive will seek to resolve by mediation and conciliation any unresolved problem or breakdown in working relationships between members and officers. Where the problem or breakdown relates to the group leader’s own relationships with officers the deputy group leader will work with the Chief Executive in place of the group leader.*

- (3) **That the City Solicitor and Director of Human Resources arrange training for members and officers who work with members on the Protocol on Member-Officer Relations.**

(Dermot Pearson – 01274 432496)

**7. WEST YORKSHIRE PENSION FUND REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015**

The Director West Yorkshire Pension Fund will submit **Document “P”** which provides the latest information on the West Yorkshire Pension Fund (WYPF) financial activities and financial performance for the year 2014/15.

**Recommended-**

**The 2014-15 Statement of Accounts be approved and signed by the Chair of the Governance and Audit Committee.**

(Ola Ajala – 01274 434534)

**The Appendix to Document “P” is a lengthy document and is therefore being circulated on a restricted basis. It is available on the Minutes/Agenda Database of the Council’s Internet site [www.bradford.gov.uk](http://www.bradford.gov.uk) or in Committee Secretariat by contacting Fatima Butt on 01274 432227.**



## 8 **AUDIT COMPLETION REPORT 2014/15 – WEST YORKSHIRE PENSION FUND**

The External Auditor will present the Audit Completion Report for the West Yorkshire Pension Fund (**Document “Q”**) which summarises the findings from the 2014/15 audit.

### **Recommended-**

#### **That the Committee:**

- **consider the unadjusted misstatements schedule (Section 5)**
- **approve the letter of requested representations (Appendix A) including the reasons for not amending the unadjusted misstatements**

(Steve Appleton – 01274 431995)

## 9 **AUDIT COMPLETION REPORT 2014/15 – CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL**

The External Auditor will present the Audit Completion Report for Bradford Council (**Document “R”**) which summarises the findings from the 2014/15 audit.

### **Recommended-**

#### **That the Committee:**

- **consider the Audit Completion Report and**
- **approve the letter of requested representations (Appendix A)**

(Steve Appleton – 01274 431995)

## 10 **STATEMENT OF ACCOUNTS 2014/15**

The 2014-15 Statement of Accounts (SOA) have been externally audited and are now presented to the Committee for approval. The External Auditor (Mazars) has reported their findings in two separate Audit Completion Reports, one for the Council and another for the West Yorkshire Pension Fund. Members are asked to consider these before approving the SOA.

The Director of Finance will submit **Document “S”** which provides an overview of the 2014-15 Statement of Accounts and includes a response to the Council’s Audit Completion Report.



**Recommended-**

**The 2014-15 Statement of Accounts be approved and signed by the Chair of the Committee.**

(James Hopwood – 01274 432882)

**Appendix A to Document “S” is a lengthy document and is therefore being circulated on a restricted basis. It is available on the Minutes/Agenda Database of the Council’s Internet site [www.bradford.gov.uk](http://www.bradford.gov.uk) or in Committee Secretariat by contacting Fatima Butt on 01274 432227.**

**11 COMMUNITY GOVERNANCE REVIEW FOR A NEW LOCAL COUNCIL IN THE BINGLEY AREA**

The City Solicitor will submit **Document “T”** which provides feedback from the Community Governance Review for a proposed new Local Council in the Bingley area which was triggered by receipt of a petition from local residents.

**Recommended-**

- (1) That Members give their support to the establishment of a new Local Council in the Bingley area – as a consequence of meeting the Public Involvement in Health Act 2007, as outlined in point 3.4. of Document “T”.**
- (2) That with no significant opinion against a smaller boundary, it is also recommended that the Local Council follow the boundary as proposed and set out in the community governance review Terms of Reference.**
- (3) That Members give their support to the new Local Council being named Bingley Town Council, as set out in the petition received in January 2015.**
- (4) That Members give their support to the Local Council area being split into wards as outlined at point 3.19 of Document “T”, along with the suggested numbers of local councillors per Local Council ward.**
- (5) That it should be noted that it is a requirement of the 2007 Act that the Council must make available a document setting out the reasons for the decisions it has taken at the conclusion of a community governance review and to publicise those reasons.**

(Kathryn Jones – 01274 433664)

