

Agenda for a meeting of the Governance and Audit Committee to be held on Friday 29 January 2016 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	Farley	Hawkesworth
	K Hussain	

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
 Interim 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 meeting held on 27 November 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. **ANNUAL GOVERNANCE STATEMENT 2015**

Previous Reference: Minute 4 (2015/16)

The Finance Director will submit **Document “AE”** which updates members on the progress and improvements being made in addressing those significant governance concerns reported in the Council’s Annual Governance Statement 2014-15.

Recommended-

That members –

- (1) Review the information contained in the report and the progress made in addressing the significant governance challenges.**
- (2) Endorse the further actions planned.**
- (3) Alert officers and Members to any emerging governance concerns requiring review during the 2015-16 process.**

(Stuart McKinnon-Evans – 01274 432800)

6. **EXTERNAL AUDIT PROGRESS REPORT FOR THE 2015/16 AUDITS OF CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL AND WEST YORKSHIRE PENSION FUND**

The External Auditor will submit **Document “AF”** which updates the Committee on progress with the 2015/16 audits and highlights key issues which may be of interest to the Committee.

Recommended-

That the external audit progress report be considered.

(Steve Appleton – 01274 431995)



7. CERTIFICATION OF CLAIMS 2014/15

The External Auditor will submit **Document “AG”** which summarises the external auditor’s certification work on claims within the Public Sector Audit Appointment’s grant regime for 2014/15.

Recommended-

That the report on the certification of claims work be considered.

(Steve Appleton – 01274 431995)

8. MINUTES OF WEST YORKSHIRE PENSION FUND (WYPF) PENSION BOARD HELD ON 8 OCTOBER 2015

The role of the Pension Board, as defined by sections 5(1) and (2) of the Public Service Pensions Act 2013 is to assist the Council as Scheme Manager in ensuring the effective and efficient governance and administration of the Local Government Pension Scheme.

The Director of West Yorkshire Pension Fund will submit **Document “AH”** which reports on the minutes of the meeting of the WYPF Pension Board held on 8 October 2015.

Recommended-

That the minutes of the WYPF Pension Board held on 8 October 2015 be considered.

(Caroline Blackburn – 01274 434523)

9. MINUTES OF WEST YORKSHIRE PENSION FUND (WYPF) PENSION BOARD HELD ON 19 NOVEMBER 2015

The role of the Pension Board, as defined by sections 5(1) and (2) of the Public Service Pensions Act 2013 is to assist the Council as Scheme Manager in ensuring the effective and efficient governance and administration of the Local Government Pension Scheme.

The Director of West Yorkshire Pension Fund will submit **Document “AI”** which reports on the minutes of the meeting of the WYPF Pension Board held on 19 November 2015.

Recommended-

That the minutes of the WYPF Pension Board held on 19 November 2015 be considered.

(Caroline Blackburn – 01274 434523)



10. 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 5 November 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 5 November 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.

11. MINUTES OF WEST YORKSHIRE PENSION FUND (WYPF) INVESTMENT ADVISORY PANEL MEETING HELD ON 5 NOVEMBER 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 "AJ"** which reports on the minutes of the meeting of the WYPF Investment Advisory Panel held on 5 November 2015.

Recommended –

That the minutes of the West Yorkshire Pension Fund Investment Advisory Panel held on 5 November 2015 be considered.

(Rodney Barton – 01274 432317)

