

## Minutes of a meeting of the Governance and Audit Committee held on Friday 29 January 2016 at City Hall, Bradford

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Commenced 1130

Concluded 1240

**PRESENT – Councillors**

CONSERVATIVE	LABOUR
Eaton	L Smith
	A Thornton
	Swallow

Apologies: Councillor Naylor

**Councillor L Smith in the Chair****46. DISCLOSURES OF INTEREST**

- (1) Councillor Swallow disclosed an interest in Minute 49 as she was the Executive Assistant for Neighbourhoods and Community Safety as the Annual Governance Statement Report (Document “AE”) referred to the New Deal Programme.
- (2) In the interest of transparency Councillor Andrew Thornton disclosed an interest as he was the Chair of the Pensions Board.
- (3) All those who were Members or beneficiaries of the West Yorkshire Pension Fund disclosed an interest.

**ACTION: *Interim City Solicitor*****47. MINUTES****Resolved –****That the minutes of the meeting held on 27 November 2015 be signed as a correct record.**

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

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

#### 49. **ANNUAL GOVERNANCE STATEMENT 2015**

Previous Reference: Minute 4 (2015/16)

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

Members commented on a number of issues which included:

- In relation to the Governance Challenges on improving educational attainment and managing ofsted outcomes - how was the project board leading on improving educational outcomes? Who was in charge of leading educational improvement? Who were academies accountable to?
- Who were the various boards tasked to improving educational attainment?
- Why was Wigan chosen to work with in helping to accelerate improvements in educational attainment; why wasn’t a similar authority that had similar issues to Bradford chosen; Wigan did not have similar demographics to Bradford.
- Who were the four senior elected Members on the Education Improvement Strategic Board; what was being undertaken to address educational improvement, was it large classes, why did we have low attainment?
- Needed to look at how the authority attracted teachers.
- What was the role of the Regional Schools Commissioner?
- What were the future workforce needs and requirements of the authority; what training needs were there?
- A devolution deal was agreed in March 2015, what was the progress?
- Did the Council have the resources and infrastructure to support implementation of the budget decisions and New Deal outcomes?
- Who oversaw resources managed by public groups and governance issues associated with it; needed to consider reputational risk to the Council.

In response to Members’ questions it was reported that:

- The project board had been in place for nearly 2 years in preparation for the Ofsted inspection; the Education Improvement Strategic Board monitored the Education Improvement Action Plan.
- Recruitment and retention was part of the Education Improvement Strategy.
- Details of the outcome of the Ofsted inspection and how their recommendations would be addressed in raising educational attainment was in various Council documents; a number of reports relating to educational attainment had been considered by the Children’s Services Overview and Scrutiny Committee.
- Academies were accountable to the Secretary of State.
- Further negotiations on the New Deal were in progress with HM Government and Civil Service; Governance structures, procedures and implications were being considered and developed.



- There were rules and financial regulations that were in place for services managed by public groups.
- Workforce needs and requirements were reported to Corporate Overview and Scrutiny Committee.

**Resolved –**

- (1) **That the information contained in the report and the progress made in addressing the significant governance challenges be kept under review.**
- (2) **That the further actions planned be endorsed and officers also focus on issues raised by this Committee.**
- (3) **That officers and Members be alerted to any emerging governance concerns requiring review during the 2015-16 process.**
- (4) **That it be recommended to Executive that decisions taken on the budget have regard to New Deal and whether the Council has the resources and the infrastructure to support implementation of the budget decisions and New Deal outcomes.**

**ACTION:** *Finance Director*

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

The External Auditor submitted **Document “AF”** which updated the Committee on progress with the 2015/16 audits and highlighted key issues which may be of interest to the Committee.

It was reported that External Audit were running annual accounts workshops, designed to inform practitioners of the main changes effecting the preparation of the financial statements, along with any future accounting and financial reporting changes key finance staff from the Council were attending.

**Resolved –**

**That the external audit progress report was considered and Members were content with the information provided.**

**51. CERTIFICATION OF CLAIMS 2014/15**

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



In response to a Member's question it was reported that in relation to errors in the calculation of earned income for Housing Benefit Subsidy, Management continued with targeting checking of earnings calculations to reduce the likelihood of errors. Management reviewed the findings regularly to consider whether the percentage checks on these cases needed to be increased and to identify staff training or development needs.

**Resolved –**

**That the report on the certification of claims work was considered and clarification on issues raised was received.**

**52. 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 was 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 submitted **Document “AH”** which reported on the minutes of the meeting of the WYPF Pension Board held on 8 October 2015.

**Resolved –**

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

**53. 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 was 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 submitted **Document “AI”** which reported on the minutes of the meeting of the WYPF Pension Board held on 19 November 2015.

**Resolved –**

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



54. **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 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.**

55. **MINUTES OF WEST YORKSHIRE PENSION FUND (WYPF) INVESTMENT ADVISORY PANEL MEETING HELD ON 5 NOVEMBER 2015**

The Council's Financial Regulations requires 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 "AJ"** which reported on the minutes of the meeting of the WYPF Investment Advisory Panel held on 5 November 2015.

**Resolved –**

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

Chair

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

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

