

**Agenda for a meeting of the Governance and Audit Committee to be held on Tuesday, 28 June 2016 at 11.00 am in Committee Room 1 - City Hall, Bradford**

**Members of the Committee – Councillors**

<b>CONSERVATIVE</b>	<b>LABOUR</b>	<b>LIBERAL DEMOCRAT</b>
<b>M Pollard</b>	<b>Johnson Thornton Swallow</b>	<b>J Sunderland</b>

**Alternates:**

<b>CONSERVATIVE</b>	<b>LABOUR</b>	<b>LIBERAL DEMOCRAT</b>
<b>Ellis</b>	<b>Farley Watson</b>	<b>Fear</b>

**Notes:**

- This agenda can be made available in Braille, large print or tape 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.

**From:**

City Solicitor  
Agenda Contact: Fatima Butt  
Phone: 01274 432227  
E-Mail: fatima71@hotmail.co.uk

**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 February, 18 March and 15 April 2016 be signed as a correct record (previously circulated).**

(Fatima Butt – 01274 432227)

### 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 Strategic 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. PROPOSED AMENDMENTS TO THE CONSTITUTION

1 - 10

Previous Reference: Council Minute 40 (2014/15)

At the meeting of Council on 21 October 2014 Council resolved to provide additional training sessions on child sexual exploitation (CSE) for elected members.

The City Solicitor will submit **Document “A”** which recommends an amendment to the Members’ Code of Conduct to require such training to be compulsory.



## Recommended-

- (1) That the Committee consider the proposed amendment to the Members' Code of Conduct, which forms part of the Constitution, as set out in paragraph 3.2 of Document "A" and at Appendix 1 attached to the report, and consider whether such amendment should be recommended to Council for adoption and implementation.
- (2) That the City Solicitor reports any recommendation to Council and ensures any agreed amendments are implemented.
- (3) That the City Solicitor be granted delegated authority to make consequential amendments to the Constitution as a result of any recommendations approved by full Council.

(Parveen Akhtar – 01274 432496)

## 6. REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) - POLICY, USE AND ENFORCEMENT ACTIVITY - ANNUAL REVIEW

11 - 40

Previous Reference: Minute 79 (2014/2015)

The City Solicitor will submit **Document "B"** which provides information relating to:-

- The legal framework and how the Council's officers may deploy covert surveillance techniques authorised and approved under RIPA to investigate serious crime and the implications of using social media in criminal investigations (Appendix I to Document "B").
- The OSC (Office of Surveillance Commissioners) inspections July 2013 and October 2016.
- The Council's use and outcomes of authorised and approved covert surveillance operations (where necessary and proportionate) for the last 3 years and overt enforcement activity.
- The role of the Council's Senior Responsible Officer (SRO), the Council RIPA Coordinator and Monitoring Officer and the annual review and internal audit May 2016
- The Council's continued compliance with RIPA, use of close circuit television (CCTV), body cameras and covert internet Investigations.
- The 2016/17 annual training programme for officers.
- Contribution to the Council's priorities.



**Recommended-**

- (1) That the duties placed on the Council under the Human Rights Act 1998 are considered in the context of this report.
- (2) That the Council's continued compliance with RIPA and the completion of OSC (Office of Surveillance Commissioners) recommended training following the inspection in July 2013 be noted.
- (3) That the OSC inspection scheduled for the 13<sup>th</sup> October 2016 be noted and a report relating to the outcome of the inspection be presented to the Committee in April 2017.
- (4) That the 2016 programme of training of Officers (in order to continue to raise awareness) and enforcement officers under RIPA be noted.
- (5) That the guidance at Appendix 3 attached to Document "B" (regarding Internet investigations and the communication to all Assistant Directors and Enforcement team Managers in order to raise awareness of the risks of such investigations) be approved as Council Policy.

(Richard Winter – 01274 434292)

**7. ANNUAL GOVERNANCE STATEMENT 2015-16**

41 - 62

The Director of Finance will submit **Document "C"** 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 2015-16 to accompany the Council's Statement of Accounts.

**Recommended-**

**That the Leader of the Council and the Chief Executive be authorised to sign the Annual Governance Statement 2015-16 (Appendix 1 to Document "C"), on behalf of the Council, to accompany the Statement of Accounts 2015-16.**

(Mark St Romaine – 01274 432888)



8. **EXTERNAL AUDIT PROGRESS REPORT FOR THE 2015-16  
AUDITS OF CBMDC AND WYPF**

63 - 78

The External Auditor will submit **Document “D”** which reports on the progress with the 2015/16 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 – 07881 283340)

9. **MINUTES OF WEST YORKSHIRE PENSION FUND (WYPF)  
PENSION BOARD HELD ON 16 MARCH 2016**

79 - 88

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

In accordance with the above the Director of West Yorkshire Pension Fund will submit **Document “E”** which reports on the minutes of the meeting of the WYPF Pension Board held on 16 March 2016.

**Recommended-**

**That the minutes of the WYPF Pension Board held on 16 March 2016 be considered.**

(Rodney Barton – 01274 432317)

10. **MINUTES OF WEST YORKSHIRE PENSION FUND (WYPF)  
INVESTMENT ADVISORY PANEL MEETING HELD ON 28 APRIL  
2016**

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 “F”** which reports on the minutes of the meeting of the WYPF Investment Advisory Panel held on 28 April 2016.

**Recommended –**

**That the minutes of the West Yorkshire Pension Fund Investment Advisory Panel held on 28 April 2016 be considered.**

(Rodney Barton – 01274 432317)



THIS AGENDA AND ACCOMPANYING DOCUMENTS HAVE BEEN PRODUCED, WHEREVER POSSIBLE, ON RECYCLED PAPER



**City of Bradford  
Metropolitan District Council**

