

Agenda for a meeting of the Governance and Audit Committee to be held on Tuesday, 24 January 2017 at 11.00 am in Committee Room 3 - City Hall, Bradford

Members of the Committee – Councillors

CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT
M Pollard	Johnson Thornton Swallow	J Sunderland

Alternates:

CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT
Ellis	Farley Watson	Fear

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:

Parveen Akhtar
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 1 December 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. **EXTERNAL AUDIT PROGRESS REPORT 2016/17 - AUDITS OF CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL AND WEST YORKSHIRE PENSION FUND**

The report of External Audit (**Document “X”**) updates the Committee on progress with the 2016/17 audits and highlights key emerging national issues which may be of interest.

The Audit Strategy Memoranda will be reported at a subsequent Committee meeting. These will set out the significant risks that have been identified for the audits, for both the opinion on the statement of accounts as well as the value for money conclusion, and the approach to the audits.

As part of the audit, External Audit need to understand how the Governance and Audit Committee, as those charged with governance, gains assurance over management processes and arrangements:

- to prevent and detect fraud; and
- to comply with applicable law and regulations.

The report asks questions about the arrangements and request the Committee to provide a response by the end of March 2017.

Some matters of governance interest have also been highlighted in the report.



Recommended-

That the Committee considers

- the external audit progress report; and
- provides a response by the end of March 2017 to questions about arrangements to prevent and detect fraud and to comply with applicable law and regulations.

(Steve Appleton – 01274 432392)

6. ANNUAL GOVERNANCE STATEMENT 2015/16

The Strategic Director, Corporate Services will submit **Document “Y”** which reviews progress on the significant governance concerns reported in the Council’s Annual Governance Statement 2015-16, concluding that positive progress is being made.

Recommended-

That members –

- Review the information contained in the report and the progress made in addressing the significant governance challenges.
- Endorse the further actions planned.
- Alert officers and Members to any emerging governance concerns requiring review during the 2016-17 process.

(Stuart McKinnon-Evans – 01274 432800)

7. APPOINTMENT PROCESS FOR THE COUNCILS EXTERNAL AUDITORS FOR 2018/19

The Strategic Director, Corporate Services will submit **Document “Z”** which explains to the Committee the options available for the appointment of the Council’s external auditor from the 1st April 2018. There are three options that the Council could adopt. Whilst this is a decision for Council, the Committee has a key role in respect of managing the relationship with the Council’s external auditors. This report presents the Committee with the advantages and disadvantages of each option and the opportunity to make a recommendation to Council of the Committee’s preferred option.



Recommended-

That the Committee recommends its favoured option to the February meeting of council for their consideration as to the appointment process for the Councils external audit from 2018/19.

(Mark St Romaine – 01274 432888)

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

