

Agenda for a meeting of the Governance and Audit Committee to be held on Tuesday, 25 April 2017 at 11.00 am in Committee Room 1 - 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
Agenda Contact: Fatima Butt - 01274 432227
Phone: 01274 432227
E-Mail: fatima.butt@bradford.gov.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 meeting held on 28 March 2017 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. **MINUTES OF WEST YORKSHIRE PENSION FUND (WYPF) JOINT ADVISORY GROUP HELD ON 26 JANUARY 2017**

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 "AJ"** which reports on the minutes of the meeting of the WYPF Joint Advisory Group held on 26 January 2017.

Recommended-

That the minutes of the WYPF Joint Advisory Group held on 26 January 2017 be considered.

(Rodney Barton – 01274 432317)

6. **AUDIT STRATEGY MEMORANDUM 2016/17 - BRADFORD METROPOLITAN DISTRICT COUNCIL**

The External Auditor will submit **Document "AK"** which reports on the Audit Strategy Memorandum that sets out the plan for the external audit of City of Bradford Metropolitan District Council for 2016/17.

Recommended-

That the Audit Strategy Memorandum for the City of Bradford Metropolitan District Council for 2016/17 be considered.



(Steve Appleton – 01274 432392)

7. ROLE OF THE REGIONAL SCHOOLS COMMISSIONER AND THEIR RELATIONSHIP WITH THE LOCAL AUTHORITY

This Committee at its meeting held on 26 February 2016 considered a report on Children's Services Governance and Audit (Document "AD") and resolved amongst other things, that a further report be presented to the Committee on the role of the Regional Schools Commissioner and their relationship with the Local Authority.

In accordance with the above the Strategic Director, Children's Services will submit **Document "AL"** which provides the information requested by Members.

Recommended-

That the report (Document "AL") be received for information.

(Judith Kirk – 01274 431078)

8. INTERNAL AUDIT PLAN 2017/18

The purpose of this report is to inform the Committee of the Internal Audit Plan for the financial year 2017/18, giving the Committee the opportunity to contribute to the plan. It seeks to demonstrate that Internal Audit adds value to the Council by providing independent and objective assurance of risks to internal control within the Council's systems and processes. The Audit Plan reflects internal stakeholders' needs and the expected needs of the Council's external auditors for 2017/18.

The delivery of the audit plan will assist with risks within the systems reviewed being managed to an acceptable level through improvement in internal control. This provides the external auditors with audit assurance on the Council's fundamental financial systems.

The Strategic Director of Corporate Services will submit **Document "AM"** which reports on the Internal Audit Plan and details the work planned for the financial year 2017/18.

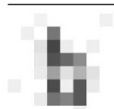
Recommended-

That the Internal Audit Plan for 2017/18 be reviewed and approved.

(Mark St Romaine – 01274 432888)

9. AMENDMENTS TO THE CONSTITUTION - FINANCIAL REGULATIONS AND CONTRACT STANDING ORDERS

The City Solicitor will submit **Document "AN"** which provides members with details of the annual review of the Financial Regulations and Contracts Standing Orders Sections of the Council's Constitution and makes recommendations for their amendment.



Recommended-

- (1) That the Committee consider the proposed amendments to the Constitution listed in Appendices 1 and 2 attached to Document "AN" and consider which, if any, should be recommended to Council for adoption and implementation.
- (2) That the City Solicitor reports any recommendations to Council and ensures the agreed amendments are implemented.
- (3) That the City Solicitor be granted delegated authority to make consequential amendments to the Constitution as a result of the recommendations approved by Council.

432888) (Mark St Romaine – 01274
(Duncan Farr – 01274 434588)

10. REVIEW OF THE CONSTITUTION

The City Solicitor will submit **Document "AO"** which provides Members with details of proposed amendments to the Constitution for recommendation to Council.

Recommended-

That the proposed amendments to the Constitution set out in Appendices 1 to 8 of Document "AO" be recommended to Council for adoption.

(Michael Bowness – 01274 432496)

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

