

Agenda for a meeting of the Governance and Audit Committee to be held on Tuesday, 27 June 2017 at 10.00 am in Ernest Saville Room - City Hall, Bradford

Members of the Committee – Councillors

CONSERVATIVE	LABOUR	THE LIBERAL DEMOCRAT AND INDEPENDENT GROUP
M Pollard	Johnson Thornton Swallow	Reid

Alternates:

CONSERVATIVE	LABOUR	THE LIBERAL DEMOCRAT AND INDEPENDENT GROUP
Ellis	Farley Watson	J Sunderland

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 25 April 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) PENSION BOARD HELD ON 19 APRIL 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 "A"** which reports on the minutes of the meeting of the WYPF Pension Board held on 19 April 2017.

Recommended-

That the minutes of the WYPF Pension Board held on 19 April 2017 be considered.

(Caroline Blackburn – 01274 434523)

6. **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 "B"** which provides the information requested by Members.

Recommended-

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

(Judith Kirk – 01274 431078)

7. CHILDREN'S SERVICES PLAN FOR THE EFFECTIVE SCRUTINY OF EXTERNAL BODIES AND PARTNERSHIPS RESPONSIBLE FOR SCHOOL IMPROVEMENT

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 plan for the effective scrutiny of external bodies and partnerships responsible for school improvement.

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

Recommended-

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

(Judith Kirk – 01274 431078)

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

The City Solicitor will submit **Document "D"** 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.
- The OSC (Office of Surveillance Commissioners) inspection October 2016.
- The Council's use and outcomes of authorised and approved covert surveillance operations 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 2017.



- The Council's continued compliance with RIPA, use of close circuit television (CCTV), body cameras and covert internet Investigations.
- The 2017/18 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 the report and the Council's continued compliance with RIPA be noted.**
- (2) **That the implementation of the OSC (Office of Surveillance Commissioners) recommendations following the inspection in October 2016 is completed alongside those outstanding from the 2013 recommendations (paragraphs 3.3 and 3.4 detailed in Document "D")**
- (3) **That the 2017/18 programme of training of Officers (in order to update Strategic Directors to raise awareness) and enforcement officers under RIPA be noted.**
- (4) **That reports on use or none use of covert surveillance techniques be presented to the Committee quarterly.**

(Richard Winter – 01274 434292)

9. EXTERNAL AUDIT PROGRESS REPORT FOR THE 2016/17 AUDITS OF CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL AND WEST YORKSHIRE PENSION FUND

The External Auditor will submit **Document "E"** which reports on the progress with the 2016/17 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 – 01274 432392)



10. ANNUAL GOVERNANCE STATEMENT 2016-17

The Strategic Director of Corporate Services will submit **Document “F”** 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 2016-17 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 on behalf of the Council, to accompany the Statement of Accounts 2016-17.

(Mark St Romaine – 01274 432888)

11. INTERNAL AUDIT ANNUAL REPORT 2016/17

The Strategic Director of Corporate Services will submit **Document “G”** which informs the Committee about the service Internal Audit has provided to the Council during the financial year 2016/17.

Recommended-

That the work carried out by Internal Audit during 2016/17 be recognised and supported.

(Mark St Romaine – 01274 432888)

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

