

Agenda for a meeting of the Governance and Audit Committee to be held on Thursday, 30 November 2017 at 10.00 am in Committee Room 3 - City Hall, Bradford

Members of the Committee – Councillors

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

Alternates:

CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT AND INDEPENDENT
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 28 September 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. **LOCAL GOVERNMENT AND SOCIAL CARE OMBUDSMAN - REVIEW OF LOCAL GOVERNMENT COMPLAINTS 2016/17**

The Assistant Director (Chief Executives Office) will submit **Document “N”** which summarises the number of complaints and investigations undertaken by the Ombudsman for the year ending 31 March 2017 and compares Bradford’s performance against that of other local authorities.

Recommended-

That the Committee takes assurance from the result of the Local Government and Social Care Ombudsman’s Annual Review of Local Government Complaints 2016/17, that the Authorities complaints process is overall satisfactory.

(Irina Arcas – 01274 435269)

6. **MINUTES OF WEST YORKSHIRE PENSION FUND (WYPF) JOINT ADVISORY GROUP HELD ON 27 JULY 2017**

The Council’s Financial Regulations require the minutes of meeting of the WYPF Joint Advisory Group be submitted to this committee.

In accordance with this requirement, the Director of West Yorkshire Pension Fund will submit **Document “O”** which reports on the minutes of the meeting of the WYPF Joint Advisory Group held on 27 July 2017.

Recommended –

That the minutes of the West Yorkshire Pension Fund Joint Advisory Group held on 27 July 2017 be considered.

(Rodney Barton – 01274 432317)

7. EXCLUSION OF THE PUBLIC

The Committee is asked to consider if the item relating to the minutes of the meeting of the West Yorkshire Pension Fund Investment Advisory Panel meeting held on 27 July 2017 should be considered in the absence of the public and, if so, to approve the following recommendation:

Recommended –

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 27 July 2017 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.

8. MINUTES OF WEST YORKSHIRE PENSION FUND (WYPF) INVESTMENT ADVISORY PANEL HELD ON 27 JULY 2017

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 "P"** which reports on the minutes of the meeting of the WYPF Investment Advisory Panel held on 27 July 2017.

Recommended –

That the minutes of the West Yorkshire Pension Fund Investment Advisory Panel held on 27 July 2017 be considered.

(Rodney Barton – 01274 432317)

9. ANNUAL TREASURY MANAGEMENT REPORT 2016/17

This Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2016/17.

The Strategic Director, Corporate Services will submit **Document “Q”** which reports on the Council’s Treasury Management activities for the year ending 31 March 2017.

Recommended-

That the report be noted and referred to Council for adoption.

(David Willis – 01274 432361)

10. TREASURY MANAGEMENT MID YEAR REVIEW UP TO 30 SEPTEMBER 2017

The Council is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk counterparties, providing adequate liquidity initially before considering investment return.

The Strategic Director, Corporate Services will submit **Document “R”** which shows the Council’s Treasury Mid Year Review up to 30 September 2017.

Recommended-

That the changes to the Treasury policy set out in section 2.6. of Document “R” be noted and referred to Council for adoption.

(David Willis – 01274 432361)

11. INTERNAL AUDIT PLAN 2017/18 - MONITORING REPORT AS AT 30 SEPTEMBER 2017

The Strategic Director, Corporate Services will submit **Document “S”** which monitors the progress made by Internal Audit against the Internal Audit Plan for 2017/18 as at 30 September 2017.

The purpose of the report is to bring to the attention of members of the Governance and Audit Committee (G&AC) any significant issues arising from the audit work undertaken to date and to inform them about the progress made up to 30 September 2017, against the Internal Audit Plan, which was approved by the Committee on 25 April 2017.

Recommended-

That the Committee:

- (1) Takes assurance from the results to date that show that the control environment of the authority is overall satisfactory.**
- (2) Endorse the anticipated coverage and changes of Internal Audit work during the year.**
- (3) Requires Internal Audit to monitor the control environment and continues to assess areas of control weakness and the ability of management to deliver improvements to the control environment when required.**
- (4) Requires Internal Audit to monitor its resourcing levels to ensure that they are sufficient and appropriate to support an effective Internal Audit function.**

(Mark St Romaine – 01274 432888)

12. CODE OF CORPORATE GOVERNANCE

Corporate Governance comprises the systems and processes, cultures and values by which the Council is directed and controlled and through which it engages with and leads the community.

The Strategic Director, Corporate Services will submit **Document “T”** which reports on the Code of Corporate Governance that sets out how the Council will meet and demonstrate its commitment to good Corporate Governance.

Recommended-

- (1) That the amended and updated Code of Corporate Governance be approved and adopted by the Council.**
- (2) That it be noted that the amended code will be used to help test the effectiveness of the Council’s Governance Arrangements in order to inform the production of the Annual Governance Statement.**

(Mark St Romaine – 01274 434257)