

Minutes of a meeting of the Governance and Audit Committee held on Thursday, 19 April 2018 in Committee Room 3 - City Hall, Bradford

Commenced 10.00 am
Concluded 11.45 am

Present – Councillors

CONSERVATIVE	LABOUR
M Pollard	Johnson Thornton Swallow

Apologies: Councillor Geoff Reid

Councillor Johnson in the Chair

55. DISCLOSURES OF INTEREST

No disclosures of interest in matters under consideration were received.

56. INSPECTION OF REPORTS AND BACKGROUND PAPERS

There were no appeals submitted by the public to review decisions to restrict documents.

57. EXTERNAL AUDIT PROGRESS REPORT

The External Auditor submitted **Document “AI”** which updated the Committee on progress with the 2017/18 External Audit of the City of Bradford Metropolitan District Council and highlighted key emerging national issues which might be of interest.

It was reported that at this stage of the audit there were no issues arising or significant deficiencies in internal control that the auditors were aware of and that the planned work was on track for the year.

Members were informed that initial discussions had been held and an early planning meeting would be arranged with officers to discuss the approach for the work on the 2017/18 housing benefit subsidy return.

Resolved-

That the External Audit Report (Document “AI”) was considered.

58. REVIEW OF THE COUNCILS FINANCIAL REGULATIONS/CONTRACTS STANDING ORDERS

The Interim Strategic Director, Corporate Resources (Monitoring Officer) submitted **Document “AK”** which provided Members with details of the annual review of the Financial Regulations and Contracts Standing Orders Section of the Council’s Constitution and made recommendations for their amendment.

There was a short discussion on the role of the Investment Advisory Group.

A Member suggested that reference to he/she should be substituted to their throughout the report.

Members sought clarification in relation to paragraph 8.2 of Appendix 1 in relation to advice relating to State Aid.

It was emphasised by Members that for clarification purposes the definition of “Local supplier” on page 43 of Appendix 2 needed to remain as it was.

Members felt paragraph 22.1 of Appendix 2 (contracts where members had an interest) needed to be clearer.

It was suggested that paragraph 6.1.1 of Appendix 2 needed to be in line with the wording in table 2 of Document “AK”.

Resolved-

- (1) That the proposed amendments to the Constitution (Financial Regulations) detailed in Appendix 1 of Document “AK” be recommended to Council for adoption and implementation subject to the changes made at the meeting.**
- (2) That the proposed amendments to the Constitution (Contract Standing Orders) detailed in Appendix 2 of Document “AK” be recommended to Council for adoption and implementation subject to the following changes:**



- The definition of “Local supplier” on page 43 of Appendix 2 to remain as it is
- Paragraph 6.1.1 of Appendix 2 to read “seek written quotations by selecting suppliers registered on YORtender and inviting 4 local suppliers where there is a local supply base available”
- Paragraph 22.1 of Appendix 2 to read “Members shall ensure that all procurement activity which is undertaken has regard to high standards of probity and in a manner which avoids any conflict of interest. The Members’ Code of Conduct must be followed at all times”

(3) That the Interim Strategic Director Corporate Resources (Monitoring Officer) be granted delegated authority to implement any recommendations approved by Council and to make consequential amendments to the Constitution as a result of the recommendations approved by Council.

Action: Interim City Solicitor/Strategic Director Corporate Resources

59. INTERNAL AUDIT PEER REVIEW REPORT

The Assistant Director Finance and Procurement submitted **Document “AJ”** which provided an update on the actions being taken to address the recommendations of the Internal Audit Peer Review reported to the Committee in March 2018.

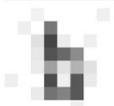
In response to a Member’s question it was reported that the Audit Team had a number of experienced team Members; the proposal was to recruit experienced auditors to the vacancies but if the applicants did not have the required skills the Service would need to look at how the skills of existing staff were developed; the service would be more robust on the development of staff.

The Chair commended the progress being made against the recommendations of the Internal Audit Peer Review Report.

Resolved-

That the latest update on progress against the key recommendations of the peer review be noted and that further written updates be submitted to the Committee in July, September and November 2018.

Action: Assistant Director, Finance and Procurement



60. REVIEW OF THE CONSTITUTION

The Interim City Solicitor submitted **Document “AL”** which provided Members with details of proposed amendments to the Constitution for recommendation to Council.

Members felt that the proposed addition of the new wording at 6.7.1 to Appendix 3 was not appropriate as it would exempt a number of Members from being able to serve on an Overview and Scrutiny Committee and it should be left to individual Members to decide if they had an interest in an item.

The interim City Solicitor reported two additional changes made at the Health and Wellbeing Board to its Terms of Reference.

Resolved-

- (1) **That the proposed amendments to the Constitution set out in Appendices 1 to 5 of Document “AL” be recommended to Council for adoption and implementation subject to the following changes:**
 - **The proposed addition of new wording at 6.7.1 be removed from Appendix 3**
 - **The composition of the Health and Wellbeing Board at Appendix 5 be amended to read at (o) The Chief Executive of Bradford District Care NHS Foundation Trust and at (p) One Member from the GP Community.**
- (2) **That the Interim City Solicitor reports any recommendations to Council and ensures any agreed amendments are implemented.**
- (3) **That the Interim City Solicitor be granted authority to make any consequential amendments to the Constitution as a result of any recommendations approved by Council.**

Action: Interim City Solicitor

Chair

Note: These minutes are subject to approval as a correct record at the next meeting of the Governance and Audit Committee.

THESE MINUTES HAVE BEEN PRODUCED, WHEREVER POSSIBLE, ON RECYCLED PAPER

