



Agenda for a meeting of the Governance and Audit Committee to be held on Thursday, 27 September 2018 at 10.00 am in Committee Room 1 - City Hall, Bradford

Members of the Committee – Councillors

CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT
M Pollard	Johnson (Ch) Thornton Swallow	Reid

Alternates:

CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT
Cooke	I Greenwood Lal 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: **To:**

Parveen Akhtar
City Solicitor
Agenda Contact: Fatima Butt
Phone: 01274 432227
E-Mail: fatima.butts@bradford.gov.uk

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 30 July 2018 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. 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 meetings held on 26 April 2018 and 26 July 2018 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 meetings held on 26 April 2018 and 26 July 2018 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.

6. MINUTES OF THE WEST YORKSHIRE PENSION FUND (WYPF) INVESTMENT ADVISORY PANEL HELD ON 26 APRIL 2018

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 “K”** which reports on the minutes of the meeting of the WYPF Investment Advisory Panel held on 26 April 2018.

Recommended –

That the minutes of the West Yorkshire Pension Fund Investment Advisory Panel held on 26 April 2018 be considered.

(Rodney Barton – 01274 432317)

7. MINUTES OF WEST YORKSHIRE PENSION FUND (WYPF) INVESTMENT ADVISORY PANEL HELD ON 26 JULY 2018

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 “L”** which reports on the minutes of the meeting of the WYPF Investment Advisory Panel held on 26 July 2018.

Recommended –

That the minutes of the West Yorkshire Pension Fund Investment Advisory Panel held on 26 July 2018 be considered.

(Rodney Barton – 01274 432317)

8. MINUTES OF WEST YORKSHIRE PENSION FUND (WYPF) LOCAL PENSION BOARD MEETING HELD ON 28 MARCH 2018

The Council's Financial Regulations require the minutes of meeting of the WYPF Local Pension Board meetings be submitted to this committee.

In accordance with this requirement, the Director of West Yorkshire Pension Fund will submit **Document “M”** which reports on the minutes of the meeting of the WYPF Local Pension Board held on 28 March 2018.

Recommended –

That the minutes of the West Yorkshire Pension Fund Local Pension Board held on 28 March 2018 be considered.

(Rodney Barton – 01274 432317)

**9. EXTERNAL AUDIT'S ANNUAL AUDIT LETTER FOR THE 2017/18
AUDIT OF THE CITY OF BRADFORD METROPOLITAN DISTRICT
COUNCIL**

The External Auditor will submit **Document “N”** which summarises the work undertaken by External Audit for the year ended 31 March 2018 as required by the Local Audit and Accountability Act 2014 and the Code of Audit Practice issued by the National Audit Office.

The Letter builds on the Audit Completion (ISA260) Report (presented to the July Governance and Audit Committee) and although addressed to the Council, it is designed to be read by a wider audience including members of the public and other external stakeholder and on that basis, External Audit encourage the Council to make the Letter available on its website.

The sections of the Letter provide details of External Audit's responsibilities, the work that has been done to discharge them, and the key findings arising from the work.

Recommended-

That the Annual Audit Letter (Document “N”) be noted.

(Mark Dalton – 0113 387 8735)

**10. CORPORATE FRAUD UNIT - ANNUAL PERFORMANCE
INFORMATION**

The Strategic Director, Corporate Services will submit **Document “O”** which presents the annual Corporate Fraud Unit's performance information, as required by the Committee, to provide assurance that the Council's counter fraud arrangements are effective.

Recommended-

**That the performance information contained within the report
(Document “O”) be noted.**

(Tracey Banfield/Harry Singh – 01274 434794/437256)

11. ANNUAL TREASURY MANAGEMENT REPORT 2017/18

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 2017/18.

The Assistant Director of Finance and Procurement will submit **Document “P”** which reports on the Council's Treasury Management activities for the year ending 31 March 2018.

Recommended-

- (1) **That the report (Document “P”) be noted and referred to the 16 October Council meeting for adoption.**
- (2) **That the changes in the MRP (Minimum Revenue Provision) policy approved at Council on 17 July 2018 be noted.**

(David Willis – 01274 432361)

12. TREASURY MANAGEMENT MID YEAR REVIEW UP TO 31 AUGUST 2018

The Assistant Director, Finance and Procurement will submit **Document “Q”** which is a mid-year report that has been prepared in compliance with CIPFA’s Code of Practice on Treasury Management, and covers the following:

- An economic update for the first part of the 2018/19 financial year.
- A review of the Treasury Management Strategy Statement and Annual Investment Strategy.
- The Council’s capital position (prudential indicators).
- A review of the Council’s borrowing strategy for 2018/19.
- A review of any debt rescheduling undertaken during 2018/19.
- A review of compliance with Treasury and Prudential Limits for 2018/19.
- A review of the Council’s investment portfolio for 2018/19.

Recommended-

That the details in Section 2.6.1 of Document “Q” be noted and the report be referred to the 16 October 2018 Council meeting for adoption.

(David Willis – 01274 432361)

13. INTERNAL AUDIT ANNUAL REPORT 2017/18

The Assistant Director, Finance and Procurement will submit **Document “R”** which reviews the service Internal Audit has provided to the Council during the municipal year 2017/18.

Recommended-

That the work carried out by Internal Audit during 2017/18 be recognised and supported.

(Mark St Romaine – 01274 432888)