

Agenda for a meeting of the Governance and Audit Committee to be held on Thursday, 29 November 2018 at 10.00 am in Committee Room 1 - City Hall, Bradford

Members of the Committee – Councillors

CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT
M Pollard	Johnson Thornton Swallow	Reid

Alternates:

CONSERVATIVE	LABOUR	LIBERAL DEMOCRAT
Cooke	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:

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 27 September 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. **REVISION AND RE-ISSUE OF THE LOCAL AUTHORITY'S SCHEME FOR FINANCING SCHOOLS, FINANCIAL REGULATIONS FOR MAINTAINED SCHOOLS AND SCHOOLS CONTRACT STANDING ORDERS**

Members are advised that a consultation has been completed on proposals put forward by the Local Authority for amendments to the three documents (Scheme for Financing Schools, Financial Regulations for Maintained Schools and Schools Contract Standing Orders) that set out roles and responsibilities in the delegation of financial responsibilities to the governing boards of schools maintained by the Local Authority.

The Assistant Director of Finance and Procurement will submit **Document "S"** which reports that a consultation with maintained schools on amendments to the three documents took place between 11 July and 12 October 2018.

The Schools Forum on 17 October 2018 approved, using its statutory powers, the amendments to the Scheme. The Schools Forum has recommended that the Governance and Audit Committee now approves the amended documents for implementation.

Recommended-

- (1) That the Committee note that the amended Scheme for Financing Schools (Appendix 3) was approved by the Schools Forum on 17 October 2018.**

- (2) **That the Committee be asked to approve the amended Financial Regulations for Maintained Schools (Appendix 1 attached to Document “S”) and Schools Contract Standing Orders (Appendix 2 attached to Document “S”).**

(Andrew Redding – 01274 432678)

6. MINUTES OF WEST YORKSHIRE PENSION FUND (WYPF) JOINT ADVISORY GROUP HELD ON 26 JULY 2018

The Council’s Financial Regulations require the minutes of the meetings of the West Yorkshire Pension Fund be submitted to this Committee.

In accordance with the above the Director of West Yorkshire Pension Fund will submit **Document “T”** which reports on the minutes of the meeting of the West Yorkshire Pension Fund Joint Advisory Group held on 26 July 2018.

Recommended-

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

(Rodney Barton – 01274 432317)

7. MINUTES OF THE WEST YORKSHIRE PENSION FUND (WYPF) JOINT ADVISORY GROUP HELD ON 1 NOVEMBER 2018

The Council’s Financial Regulations require the minutes of the meetings of the West Yorkshire Pension Fund be submitted to this Committee.

In accordance with the above the Director of West Yorkshire Pension Fund will submit **Document “U”** which reports on the minutes of the meeting of the West Yorkshire Pension Fund Joint Advisory Group held on 1 November 2018.

Recommended-

That the minutes of the West Yorkshire Pension Fund Joint Advisory Group held on 1 November 2018 be considered.

(Rodney Barton – 01274 432317)

8. **INTERNAL AUDIT PLAN 2018/19 - MONITORING REPORT AS AT 30 SEPTEMBER 2018 INCLUDING THE RESPONSE TO THE EXTERNAL REVIEW OF INTERNAL AUDIT**

Previous Reference: Minute 5 (2018/19)

The Assistant Director, Finance and Procurement will submit **Document “V”** which monitors the progress made by Internal Audit against the Internal Audit Plan for 2018/19 as at 30 September 2018. The report also includes an update on progress made in implementing the recommendations of the external review of Internal Audit.

Recommended-

That the Committee:

- **Takes assurance from the results to date that show that the control environment of the authority is overall satisfactory.**
- **Endorse the anticipated coverage and changes of Internal Audit work during the year.**
- **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.**

(Mark St Romaine – 01274 432888)

9. **LOCAL GOVERNMENT AND SOCIAL CARE OMBUDSMAN - REVIEW OF LOCAL GOVERNMENT COMPLAINTS 2017/18**

The Assistant Director of the Chief Executive’s Office will submit **Document “W”** which summarises the number of complaints and investigations undertaken by the Ombudsman for the year ended 31 March 2018 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 2017/18, that the Authority’s complaints process is overall satisfactory.

(Irina Arcas – 01274 435269)

10. EXTERNAL AUDIT REPORT RECOMMENDATIONS INFORMATION TECHNOLOGY UPDATE

The Council's external auditors Mazars undertook an audit in the first quarter of 2016 to assess a selection of key Council IT systems as part of the audit of the financial statements

The Assistant Director, Transformation and Change will submit **Document "X"** which shows the Council's progress on implementing two External Audit Recommendations from the 2016 review undertaken by Mazars.

Recommended-

That the update on the External Audit Report Recommendations relating to the Council's Information Technology systems be noted.

(Column Sheridan-Small – 01274 434047)

11. EXTERNAL AUDIT PROGRESS REPORT

The External Auditor will submit **Document "Y"** which updates the Committee on progress with the 2018/19 audit and highlights key emerging national issues which may be of interest to the Committee.

Recommended-

That the Committee notes and considers the External Audit Progress Report (Document "Y").

(Mark Dalton – 0113 387 8735)