

Agenda for a meeting of the Governance and Audit Committee to be held on Thursday, 19 September 2019 at 10.00 am in Committee Room 3 - City Hall, Bradford

Members of the Committee – Councillors

LABOUR	CONSERVATIVE	LIBERAL DEMOCRAT
Johnson Thornton Swallow	Pollard	Reid

Alternates:

LABOUR	CONSERVATIVE	LIBERAL DEMOCRAT
Godwin M Slater Watson	Ellis	Stubbs

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 June 2019 and 31 July 2019 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**

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 25 July 2019 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 WEST YORKSHIRE PENSION FUND (WYPF) INVESTMENT ADVISORY PANEL HELD ON 25 JULY 2019**

The Council's Financial Regulations require the minutes of meetings of the WYPF Investment Advisory Panel 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 25 July 2019.

Recommended –

That the minutes of the West Yorkshire Pension Fund Investment Advisory Panel held on 25 July 2019 be considered.

(Rodney Barton – 01274 432317)

7. MINUTES OF WEST YORKSHIRE PENSION FUND (WYPF) LOCAL PENSION BOARD HELD ON 26 MARCH 2019

The Council's Financial Regulations require the minutes of meetings of the WYPF Local Pension Board 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 26 March 2019.

Recommended –

That the minutes of the West Yorkshire Pension Fund Local Pension Board held on 26 March 2019 be considered.

(Caroline Blackburn – 01274 434523)

8. EXTERNAL AUDIT'S ANNUAL AUDIT LETTER FOR THE 2018/19 AUDIT OF THE CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL (INCLUDING THE WEST YORKSHIRE PENSION FUND)

The External Auditor will submit **Document "N"** which reports on the Annual Audit Letter for 2018/19, it summarises the key findings from the work that has been undertaken for the year ended 31 March 2019 (including the West Yorkshire Pension Fund).

Recommended-

That the Annual Audit Letter for 2018/19 be noted.

(Mark Dalton – 0113 3945316)

9. CORPORATE INVESTIGATIONS UNIT - ANNUAL PERFORMANCE INFORMATION

The Strategic Director, Corporate Resources will submit **Document "O"** which reports on the annual 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 Document "O" be noted.

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

10. TREASURY MANAGEMENT MID YEAR REVIEW UP TO 31 AUGUST 2019

The Director of Finance will submit **Document “P”** which reports on the Council’s Treasury Mid Year Review up to 31 August 2019.

Recommended-

That the report be noted and referred to Council on the 15 October 2019 for adoption.

(David Willis – 01274 432361)

11. TERMS OF REFERENCE FOR A COMMUNITY GOVERNANCE REVIEW FOR A NEW LOCAL COUNCIL IN THE SHIPLEY WARD

A valid petition requesting a Community Governance Review (CGR) for a proposed new Local Council in the Shipley ward has been received. The Committee must now make arrangements for the CGR, and as a first step must agree its terms of reference.

The City Solicitor will submit **Document “Q”** which summarises the relevant background issues, proposes draft Terms of Reference which is intended to initiate the CGR process.

Recommended-

- (1) That the Terms of Reference highlighted in Appendix 1 to Document “Q” for a Community Governance Review for a proposed new Local Council in Shipley be approved subject to any amendments required by the Committee.**
- (2) That the Committee authorise officers to conduct the Community Governance Review in accordance with the Local Government and Public Involvement in Health Act 2007 and the statutory guidance which relates to it.**

(Damian Fisher – 01274 437062)