

Agenda for a meeting of the Governance and Audit Committee to be held on Thursday, 28 November 2019 at 10.00 am in Committee Room 3 - City Hall, Bradford

Members of the Committee – Councillors

LABOUR	CONSERVATIVE	LIBERAL DEMOCRAT AND INDEPENDENT GROUP
Johnson (Chair) Thornton Swallow	Pollard	Reid

Alternates:

LABOUR	CONSERVATIVE	LIBERAL DEMOCRAT AND INDEPENDENT GROUP
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:

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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 19 September 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. **MINUTES OF WEST YORKSHIRE PENSION FUND (WYPF) JOINT ADVISORY GROUP HELD ON 25 JULY 2019**

The Council's Financial Regulations require the minutes of meetings 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 "R"** which reports on the minutes of the meeting of the WYPF Joint Advisory Group held on 25 July 2019.

Recommended –

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

(Rodney Barton – 01274 432317)

6. **MINUTES OF WEST YORKSHIRE PENSION FUND (WYPF) LOCAL PENSION BOARD MEETING HELD ON 8 OCTOBER 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 "S"** which reports on the minutes of the meeting of the WYPF Local Pension Board held on 8 October 2019.

Recommended –

That the minutes of the West Yorkshire Pension Fund Local Pension Board held on 8 October 2019 be considered.

(Caroline Blackburn – 01274 434523)

7. LOCAL GOVERNMENT AND SOCIAL CARE OMBUDSMAN - REVIEW OF LOCAL GOVERNMENT COMPLAINTS 2018/19

The Assistant Director of the Chief Executive's Office will submit **Document "T"** which summarises the number of complaints and investigations undertaken by the Local Government and Social Care Ombudsman for the year ended 31 March 2019 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 2018/19, that the Authority's complaints process is overall satisfactory.

(Irina Arcas – 01274 435269)

8. INTERNAL AUDIT PLAN 2019/20 - MONITORING REPORT AS AT 30 SEPTEMBER 2019

Previous Reference: Minute 66 (2018/19)

The Director of Finance will submit **Document "U"** which reports on any significant issues arising from the audit work undertaken to date and the progress made up to 30 September 2019 against the Internal Audit Plan, which was approved by the Committee on 18 April 2019. In addition the report includes an update on progress made in implementing the recommendations of the external review of Internal Audit.

Recommended-

That the Committee:

- (1) Takes assurance from the results to date that show that the control environment, risk management and governance processes of the Council is effective.**
- (2) Endorses the anticipated coverage and changes of Internal Audit work during the year.**

- (3) **Require Internal Audit to monitor the control environment, risk management and governance arrangements 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. COMMUNITY GOVERNANCE REVIEW FOR A NEW LOCAL COUNCIL IN THE SHIPLEY AREA

Previous Reference: Minute 27 (2019/20)

Members are reminded that this Committee at its meeting held on 19 September 2019 resolved amongst other things that officers be authorised to conduct the Community Governance Review for a proposed new local Council in the Shipley area in accordance with the Local Government and Public Involvement in Health Act 2007 and the statutory guidance which relates to it.

In accordance with the above the City Solicitor will submit **Document “V”** which provides feedback from the Community Governance Review for a proposed new Local Council in the Shipley area which was triggered by receipt of a petition from local residents.

Recommended-

- (1) **That the establishment of a new Local Council in the Shipley area be supported – as a consequence of meeting the tests in the Local Government and Public Involvement in Health Act 2007, as outlined in paragraph 3.4 of Document “V”.**
- (2) **That with no significant opinion against a smaller or larger boundary, the Local Council follow the boundary as proposed and set out in the Community Governance Review Terms of Reference.**
- (3) **That the new Local Council being named Shipley Town Council, as set out in the petition received in May 2019 be supported.**
- (4) **That the Local Council area being split into wards as outlined at paragraph 3.17 of Document “V”, along with the suggested numbers of local councillors per Local Council ward be supported.**

- (5) That it should be noted that it is a requirement of the 2007 Act that the Council must make available a document setting out the reasons for the decisions it has taken at the conclusion of a Community Governance Review and to publicise those reasons.**

- (6) That final approval for the establishment of a new Local Council in the Shipley area be referred to Council at its meeting on 14 January 2020.**

(Damian Fisher – 01274 437062)