

## Agenda for a meeting of the Governance and Audit Committee to be held on Thursday, 23 January 2020 at 10.00 am in Committee Room 4 - City Hall, Bradford

### Members of the Committee – Councillors

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

### Alternates:

LABOUR	CONSERVATIVE	LIBERAL DEMOCRAT AND INDEPENDENT GROUP
Godwin M Slater Watson	Ellis	Reid

### 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  
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 28 November 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

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 meeting held on 7 November 2019 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 meeting held on 7 November 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 7 NOVEMBER 2019

The Council's Financial Regulations requires 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 "W"** which reports on the minutes of the meeting of the WYPF Investment Advisory Panel held on 7 November 2019.

**Recommended –**

**That the minutes of the West Yorkshire Pension Fund Investment Advisory Panel held on 7 November 2019 be considered.**

(Rodney Barton – 01274 432317)

**7. REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) - LEVEL OF USE (QUARTERLY REVIEW)**

Previous Reference: Minute 10 (2019/20)

The City Solicitor will submit **Document “X”** which provides information relating to:

- The number of authorised and approved covert surveillance operations undertaken by the Councils investigative officers for the periods 1<sup>st</sup> July 2019 to 30<sup>th</sup> September 2019 and 1<sup>st</sup> October 2019 to 31<sup>st</sup> December 2019.
- The Council arrangements for the use of its CCTV equipment by the Police or Department of Work and Pensions (DWP). The use of the Councils CCTV equipment must be lawfully authorised.
- The Councils use of covert surveillance in order to prevent or detect crime and the authorised use of its CCTV equipment e.g. by officers of the Police or Department of Work and Pensions (DWP) can only be authorised as a last resort and where it is necessary and proportionate to do so.

**Recommended-**

- (1) That the contents of the report be noted.**
- (2) That the Council’s continued compliance with RIPA be noted.**

(Richard Winter – 01274 434292)

**8. ANNUAL GOVERNANCE STATEMENT 2018-19 REVIEW**

Previous Reference: Minute 5 (2019/20)

The Annual Governance Statement (AGS) was formally reviewed and approved by the Committee at its meeting on 28<sup>th</sup> June 2019. The Committee subsequently authorised the Leader of the Council and the Chief Executive to sign the document on behalf of the Council for inclusion with the Statement of Accounts for 2018-19.

The Statement reported that the Governance and Audit Committee would be kept informed of progress in addressing weaknesses and areas of concern.

The Director of Finance will submit **Document “Y”** which updates Members on the progress and improvements being made in addressing those significant governance concerns reported in the Council’s Annual Governance Statement 2018-19.

**Recommended-**

**That the Committee –**

- **Reviews the information contained in the report and the progress made in addressing the significant governance challenges.**
- **Endorse the further actions planned.**
- **Alert officers and Members to any emerging governance concerns requiring review during the 2019-20 process.**

(Chris Chapman – 01274 433656)

## **9. COUNCIL RISK MANAGEMENT STRATEGY**

The Director of Finance will submit **Document “Z”** which details a revised Risk Management Strategy (Appendix A) for approval by the Committee. The Strategy was approved by the Executive on the 7<sup>th</sup> January 2020.

**Recommended-**

**That the adoption of a new Risk Management Strategy for the Council (Appendix A to Document “Z”) be approved.**

(Mark St Romaine – 01274 432888)