

Agenda for a meeting of the Governance and Audit Committee to be held remotely on Thursday, 25 June 2020 at 10.00 am

Members of the Committee – Councillors

LABOUR	CONSERVATIVE	LIBERAL DEMOCRAT AND INDEPENDENT GROUP
Johnson Thornton Watson	Pollard	Stubbs

Alternates:

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

Notes:

- Please note that, under the current circumstances only Members and Alternates on the Committee will receive paper copies of the agenda, however the agenda and reports can be viewed on the Council's agenda and minutes website five clear working days in advance of the meeting.
- **The meeting will be held remotely, Members and officers in advance of the meeting will be sent via email, instructions and a link on how to join the meeting remotely.**
- A webcast of the meeting will be available to view live on the Council's website at <https://bradford.public-i.tv/core/portal/home> and later as a recording.
- Approximately 30 minutes before the start time of the meeting the Governance Officer will set up the electronic conference arrangements initially in private and bring into the conference facility the Members and officers so that any issues can be raised before the start of the meeting. The officers presenting the reports at the meeting will have been advised by the Governance Officer of their participation and will be brought into the electronic meeting at the appropriate time.
- Members should be on their own when attending remotely and ensure that any confidential papers are not visible via the technology used.
- Any Councillors or members of the public who wish to make a contribution at the meeting are asked to email fatima.butt@bradford.gov.uk by **10.30 on Tuesday 23 June 2020** and request to do so. In advance of the meeting those requesting to participate will be advised if their proposed contribution can be facilitated and those participants that can be will be provided with details how to electronically access the meeting. Councillors and members of the public with queries regarding making representations to the meeting please email Fatima Butt.

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 23 January 2020 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) LOCAL PENSION BOARD MEETING HELD ON 17 DECEMBER 2019

The Council's Financial Regulation require the minutes of meetings of the WYPF Local Pension Board to be submitted to this Committee.

In accordance with this requirement, the Director of West Yorkshire Pension Fund will submit **Document "AA"** which reports on the minutes of the meeting of the WYPF Local Pension Board held on 17 December 2019.

Recommended-

That the minutes of the West Yorkshire Pension Fund Local Pension Board held on 17 December 2019 be considered.

(Caroline Blackburn – 01274 434523)

6. WEST YORKSHIRE PENSION FUND AUDIT STRATEGY MEMORANDUM FOR THE YEAR ENDING 31 MARCH 2020

The External Auditor will submit **Document "AC"** which reports on the Audit Strategy Memorandum for the West Yorkshire Pension Fund for the year ended 31 March 2020. The document:

- describes the approach to the audit of the Pension Fund's financial statements;
- includes the assessment of the significant risks of material misstatement in the financial statements; and

- outlines the proposed testing strategy to address the identified risks.

Recommended-

That the Committee considers and approves the Audit Strategy Memorandum for the West Yorkshire Pension Fund for 2019/20 (Document “AC”).

(Sharon Liddle – 0191 3836300)

7. AUDIT STRATEGY MEMORANDUM 2019/20 - CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

The External Auditor will submit **Document “AD”** which sets out the Audit Strategy Memorandum for the City of Bradford Metropolitan District Council 2019/20. The document:

- describes the approach to the audit of the Council’s financial statements;
- includes the assessment of the significant risks of material misstatement in the
- financial statements; and
- outlines the proposed testing strategy to address the identified risks.

Recommended-

That the Committee consider and approve the Audit Strategy Memorandum for the City of Bradford Metropolitan District Council (Document “AD”).

(Mark Outterside – 0191 383 6300)

8. EXTERNAL AUDIT PROGRESS REPORT

The External Auditor will submit **Document “AE”** which provides the Committee with an update on progress in delivering External Audit responsibilities in 2019/20. It also provides an update on non-audit assurance work completed in 2018/19 and summarises key national publications that may be of interest to Members.

Recommended-

That the report (Document “AE”) be considered.

(Mark Outterside – 0191 383 6300)

9. TREASURY MANAGEMENT STRATEGY 2020-21

The Director of Finance will submit **Document “AF1”** which presents the Council’s 2020-21 Treasury Management Strategy. It links to the budget decisions for 2020-21 set out in the Capital Strategy and Revenue Estimates.

Recommended-

- (1) That the changes to the Treasury Management Strategy (Document “AF1”) be received and referred to Council for adoption.**
- (2) That the changes in Section 6b and 7.6 of Document “AF1” agreed under Officer Delegation Powers in accordance with emergency provision within the Council’s Constitution be noted.**

(David Willis – 01274 432361)

10. ANNUAL TREASURY MANAGEMENT REPORT 2019-20

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 2019-20. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management, (the Code), and the CIPFA Prudential Code for Capital Finance in Local Authorities, (the Prudential Code).

The Director of Finance will submit **Document “AG”** which shows the Council’s Treasury Management activities for the year ending 31 March 2020.

Recommended-

That the report and the changes to the Treasury Management Policy, detailed in paragraph 7 of Document “AG”, be received and referred to Council for adoption.

(David Willis – 01274 432361)

11. INTERNAL AUDIT PLAN 2020/2021

The Director of Finance will submit **Document “AH”** which outlines the Internal Audit Plan for the financial year 2020/21. The delivery of the audit plan will assist with risks within the systems reviewed being managed to an acceptable level through improvement in internal control.

The 2020/21 Internal Audit plan is the third year of a five year internal audit planning cycle which is detailed in the report.

Recommended-

That the Internal Audit Plan for 2020/21 be reviewed and approved.

(Mark St Romaine - 01274 432888)

12. 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.

13. MINUTES OF WEST YORKSHIRE PENSION FUND (WYPF) INVESTMENT ADVISORY PANEL HELD ON 30 JANUARY 2020

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 "AB"** which reports on the minutes of the meeting of the WYPF Investment Advisory Panel held on 30 January 2020.

Recommended –

That the minutes of the West Yorkshire Pension Fund Investment Advisory Panel held on 30 January 2020 be considered.

(Rodney Barton – 01274 432317)
