

# Agenda for a meeting of the Governance and Audit Committee to be held on Thursday, 20 August 2020 at 10.00 am in Remote Meeting

## 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 [adrian.tumber@bradford.gov.uk](mailto:adrian.tumber@bradford.gov.uk) by **10.30 am on Tuesday 18 August 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 Adrian Tumber.

**From:**

Parveen Akhtar  
 City Solicitor  
 Agenda Contact: Adrian Tumber  
 Phone: 07970 412150  
 E-Mail: [adrian.tumber@bradford.gov.uk](mailto:adrian.tumber@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. 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.

(Adrian Tumber – 07970 412150)

## **B. BUSINESS ITEMS**

### **4. STATEMENT OF ACCOUNTS 2019/20**

The Director of Finance will provide a verbal update on the progress towards completing the audit of the Council's Statement of Accounts.

(Chris Chapman – 01274 433656/James Hopwood - 01274 432882)

### **5. REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA 2000) - LEVEL OF USE (QUARTERLY RECORDS)**

1 - 8

The quarterly report of the City Solicitor (**Document “A”**) provides information relating to RIPA 2000 activities including:

- (a) The number of authorised and approved covert surveillance operations undertaken by the Council's criminal investigation teams for the quarters 1<sup>st</sup> January to 31<sup>st</sup> March 2020 and 1<sup>st</sup> April to 30<sup>th</sup> June 2020.
- (b) The arrangements for the remote inspection by the Information Commissioners Office in August 2020.
- (c) The Council's use of covert surveillance techniques in order to prevent or detect serious crime.
- (d) The use of the Council's CCTV equipment by the Police or Department of Work and Pensions (DWP) for covert surveillance.
- (e) Confirmation of the necessity and proportionality of the use of such covert investigative techniques.

**Recommended –**

- (1) **To note the contents of the report.**
- (2) **To note the Council's continued compliance with RIPA.**
- (3) **To receive a further report relating to the outcome of the IPCO inspection.**

(Richard Winter – 01274 434292)

## **6. COUNCIL MEETINGS CORONAVIRUS GOVERNANCE REVIEW**

**9 - 14**

The report of the City Solicitor (**Document “B”**) presents an overview of delivering meetings in the democratic decision making structure since the beginning of the Coronavirus period when Government regulations and guidance meant that meetings could not be held physically in a meeting room and the introduction of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 permitted meetings to take place remotely.

**Recommended -**

- (1) **That the report be noted; and**
- (2) **That a further report be presented to this Committee following the Extraordinary meeting of Council on 8 September 2020.**

(Adrian Tumber – 07970 412150)

## **7. AMENDMENTS TO THE CONSTITUTION - CONTRACT STANDING ORDERS AND FINANCIAL REGULATIONS**

**15 - 64**

The report of the Strategic Director Corporate Resources (**Document “C”**) provides details of the annual review of the Financial Regulations and Contract Standing Orders sections of the Council’s Constitution and makes recommendations for their amendment.

**Recommended –**

**That option 1 be accepted and the proposed changes to Contract Standing Orders and Financial Regulations be accepted and recommended to Council to support improvements in the organisation’s financial and procurement processes and procedures.**

(Ian Westlake/Helen Keith – 07971 540171/01274 432730)

## **8. ANNUAL GOVERNANCE STATEMENT 2019/20**

**65 - 78**

The report of the Director of Finance (**Document “D”**) sets out the requirement to conduct the annual review of the effectiveness of the Council’s governance framework and system of internal control. It reports the conclusions of that review and produces the Annual Governance Statement for 2019-20 to accompany the Council’s Statement of Accounts.

**Recommended –**

**That the Governance and Audit Committee authorise the Leader of the Council and the Chief Executive to sign the document, on behalf of the Council, to accompany the Statement of Accounts 2019-2020.**

(Mark St Romaine - 01274 432888)

**9. AMENDMENTS TO WEST YORKSHIRE PENSION FUND FUNDING STRATEGY STATEMENT** 79 - 130

West Yorkshire Pension Fund must maintain a Funding Strategy Statement (FSS) in accordance with the LGPS Regulations 2013. The report of the Director of the West Yorkshire Pension Fund (**Document “E”**) explains that the statement must be kept under review and, after consultation with such persons as are considered appropriate, make such revisions as are appropriate following a material change in its policy. A consultation on the proposed amendments to the FSS ran for 4 weeks up until 31 May 2020. Consultation was also undertaken with the Joint Advisory Group (JAG) at its meeting on 30 July 2020. The proposed amendments are required to keep the FSS in line with the regulations.

**Recommended -**

**That the revised Funding Strategy Statement be approved.**

(Rodney Barton - 01274 432317)

**10. MINUTES OF THE WEST YORKSHIRE PENSION FUND (WYPF) HELD ON 30 JANUARY 2020** 131 - 144

The Council's Financial Regulation require the minutes of meetings of the WYPF Joint Advisory Group to be submitted to this Committee.

In accordance with this requirement, the Director of West Yorkshire Pension Fund submits **Document “F”** which reports on the minutes of the meeting of the WYPF Local Pension Board held on 30 January 2020.

**Recommended-**

**That the minutes of the West Yorkshire Pension Fund Joint Advisory Group held on 30 January 2020 be considered.**

(Rodney Barton – 01274 432317)

**11. EXCLUSION OF THE PUBLIC**

**Recommended –**

**That the public be excluded from the meeting during the consideration of the item relating to minutes of the West Yorkshire Pension Fund Investment Advisory Panel meeting held on 30 April 2020 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.**

**12. MINUTES OF THE WEST YORKSHIRE PENSION FUND (WYPF) INVESTMENT ADVISORY PANEL HELD ON 30 APRIL 2020** 145 - 148

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 “G”** which reports on the minutes of the meeting of the WYPF Investment Advisory Panel held on 30 April 2020.

**Recommended –**

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

(Rodney Barton – 01274 432317)

THIS AGENDA AND ACCOMPANYING DOCUMENTS HAVE BEEN PRODUCED, WHEREVER POSSIBLE, ON RECYCLED PAPER