

## Agenda for a meeting of the Governance and Audit Committee to be held Remotely on Thursday, 22 April 2021 at 10.00 am

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### Members of the Committee – Councillors

LABOUR	CONSERVATIVE	LIBERAL DEMOCRAT AND INDEPENDENT GROUP
Tait (Chair) Thornton Watson	Pollard	Stubbs

### Alternates:

LABOUR	CONSERVATIVE	LIBERAL DEMOCRAT AND INDEPENDENT GROUP
Godwin M Slater Azam	Davies	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](mailto:fatima.butt@bradford.gov.uk) by **10.30 am on Tuesday 20 April 2021** 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](mailto: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 25 March 2021 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. **EXTERNAL AUDIT - AUDIT STRATEGY MEMORANDUM 2020-2021** 1 - 42

The External Auditor will submit **Document “AH”** which sets out the plan for the external audit of the Council for the financial year 2020-2021.

**Recommended –**

**That the Audit Strategy Memorandum 2020-2021 (Document “AH”) be considered and approved.**

(Mark Outterside – 0191 3836300)

##### 6. **EXTERNAL AUDIT PROGRESS REPORT** 43 - 58

The External Auditor will submit **Document “AI”** which provides the Committee with an update on progress in delivering their External Audit responsibilities in 2020/21. The report also provides an update on non-audit assurance work completed in 2019/20 and summarises key national publications that might be of interest to Members.

**Recommended –**

**That the report (Document “AI”) be considered and noted.**

(Mark Outterside – 0191 3836300)

**7. COMPLAINTS PERFORMANCE AND ACTIVITY REPORT 2020-2021** 59 - 68

The Director of Finance and IT will submit **Document “AJ”** which reports on the Council wide complaints performance and activity outcomes for the financial year ending 31 March 2021.

**Recommended-**

**That the Committee notes the performance information contained within the report (Document “AJ”) and supports the ongoing improvement actions and that a progress report be submitted to the Committee in six months time.**

(Harry Singh – 01274 437256)

**8. INTERNAL AUDIT PLAN 2021/22** 69 - 92

The Director of Finance and IT will submit **Document “AK”** which outlines the Internal Audit Plan for the financial year 2021/2022. 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.

**Recommended –**

**That the Committee reviews and approves the Internal Audit Plan for 2021/2022 (Document “AK”).**

(Mark St Romaine – 01274 432888)

**9. AMENDMENTS TO THE CONSTITUTION - CONTRACT STANDING ORDERS AND FINANCIAL REGULATIONS** 93 - 124

The Strategic Director, Corporate Resources will submit **Document “AL”** which 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 the proposed changes to Contract Standing Orders and Financial Regulations (detailed in Document “AL”) be accepted and recommended to Council for approval to support improvements in the organisation’s financial and procurement processes and procedures.**

(Ian Westlake – 07971 540171)

**10. FORMALISATION OF WELLBEING BOARD GOVERNANCE ARRANGEMENTS** 125 - 146

Prior to the first wave of the Covid-19 pandemic, a process was underway to reform the Health and Wellbeing Board, to become the Wellbeing Board, including associated changes to its membership, and focus.

The Strategic Director, Health and Wellbeing will submit **Document “AM”** which seeks approval for the formalisation of the Wellbeing Board governance arrangements.

**Recommended-**

**That the Committee approves the changes to the name, membership and role and functions of the Board as detailed in Document “AM” and that the report be recommended to Council.**

(James Drury – 07970 479491)

**11. REVIEW OF THE CONSTITUTION** 147 - 152

The City Solicitor will submit **Document “AN”** which provides Members with details of proposed amendments to the Constitution for recommendation to Council.

**Recommended-**

- (1) That the proposed amendments to the Constitution set out in Appendices 1-3 of Document “AN” be recommended to Council for adoption and implementation.**
- (2) That the City Solicitor be granted delegated authority to make consequential amendments to the Constitution as a result of any recommendations approved by Council.**
- (3) That the City Solicitor ensures that any agreed amendments are implemented.**
- (4) That in view of the expiry of the remote meetings regulations at the beginning of May and the court challenge referred to in 2.4 above, authority be delegated to the City Solicitor in consultation with the Chair of this Committee to make any necessary amendments to Council Standing Orders to permit the Annual Meeting to take place safely.**

(Michael Bowness/Lindsay Bailey – 01274 433541/078147 79093)