

Agenda for a meeting of the Governance and Audit Committee to be held on Thursday, 25 November 2021 at 10.30 am in Ernest Saville Room - City Hall, Bradford

Members of the Committee – Councillors

LABOUR	CONSERVATIVE	LIBERAL DEMOCRAT
Tait (Ch) Thornton Godwin	Pollard	Reid

Alternates:

LABOUR	CONSERVATIVE	LIBERAL DEMOCRAT
M Slater Azam T Hussain	Felstead	J Sunderland

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 the agenda item.
- Given the restrictions on room capacity, any Councillors and 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 November 2021 and request to do so. You will then be advised on how you can participate in the meeting. Access to the meeting cannot be guaranteed if those wishing to attend do not register given the Council must comply with the Covid regulations and guidance in place at the time.

On the day of the meeting you are encouraged to wear a suitable face covering (unless you are medically exempt) and adhere to social distancing. Staff will be at hand to advise accordingly.

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 September 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. **MINUTES OF WEST YORKSHIRE PENSION FUND BOARD HELD ON 22 JUNE 2021 & 14 SEPTEMBER 2021** 1 - 20

The role of the Pension Board, as defined by sections 5(1) and (2) of the Public Service Pensions Act 2013 is to assist the Council as Scheme Manager in ensuring the effective and efficient governance and administration of the Local Government Pension Scheme.

The Director of West Yorkshire Pension Fund will submit **Document “O”** which reports on the minutes of the WYPF Pension Board meetings held on 22 June and 14 September 2021.

Resolved-

That the minutes of the West Yorkshire Pension Fund Pension Board meetings held on 22 June and 14 September 2021 be considered and noted.

(Caroline Blackburn – 01274 434523)

6. **UPDATE ON COMPLAINTS PERFORMANCE AND ACTIVITY** 21 - 30

The Director of Finance and IT will submit **Document “P”** which presents an update on the Council wide complaint handling performance and activity outcomes, for Quarter 1 and Quarter 2 of the current financial year, to assure the Committee that the Council’s complaint handling arrangements are improving and that progress is being made on implementing identified key improvement actions.

Recommended -

- (1) That the performance improvements detailed within Document “P” be noted and that the ongoing improvement actions be supported.**
- (2) That the 2021/22 full annual performance report is submitted to the Committee in Spring / Summer 2022.**

(Harry Singh – 01274 437256)
(Tracey Banfield – 01274 434794)

7. INTERNAL AUDIT PLAN 2021/22 - MONITORING REPORT AS AT 30 SEPTEMBER 2021 31 - 48

The Director of Finance and IT will submit **Document “Q”** which monitors the progress made by Internal Audit against the Internal Audit Plan for 2021/22 as at 30 September 2021.

Recommended -

- (1) That the anticipated coverage and changes of Internal Audit work during the year be endorsed.**
- (2) That Internal Audit be requested 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)

8. TREASURY MANAGEMENT MID-YEAR REVIEW UP TO 30 SEPTEMBER 2021 49 - 70

The Director of Finance and IT will submit **Document “R”** which reports on the Councils Treasury Mid-Year Review up to 30 September 2021.

The mid-year report has been prepared in compliance with CIPFA’s Code of Practice on Treasury Management, and covers the following:

- An economic update for the first half of the 2021/22 financial year.
- A review of the Treasury Management Strategy Statement and Annual Investment Strategy.
- The Council’s capital expenditure, as set out in the Capital Strategy, and prudential indicators.
- A review of the Council’s investment portfolio for 2021/22.
- A review of the Council’s borrowing strategy for 2021/22.
- A review of any debt rescheduling undertaken during 2021/22.

- A review of compliance with Treasury and Prudential Limits for 2021/22.

Recommended -

That the details in paragraph 3 of Document “R” be noted and the report be referred to the 14 December 2021 Council meeting for adoption.

(David Willis – 01274 432361)

9. AUDIT COMPLETION REPORT 2020/21 - AUDIT OF CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL 71 - 114

The External Auditor will present **Document “S”** which summarises the findings from the audit of the City of Bradford Metropolitan District Council for the year ended 31 March 2021.

Recommended-

That the Committee is asked to:

- **note the contents of the Audit Completion Report prior to approving the Statement of Accounts and**
- **approve the letter of representations requested at Appendix A.**

(Mark Outterside – 07824 086 593)

10. STATEMENT OF ACCOUNTS 2020/21 115 - 256

The 2020-21 Statement of Accounts (SOA) have been externally audited and are now presented to the Committee for approval. The External Auditor (Mazars) has reported their findings in a separate Audit Completion Report. Members are asked to consider this before approving the SOA.

The Director of Finance and IT will submit **Document “T”** which presents the 2020-21 audited Statement of Accounts (Appendix A) and summarises the key financial points.

Recommended-

That the 2020-21 Statement of Accounts be approved and signed by the Chair of the Committee.

(Chris Chapman – 01274 433656)

11. **MINUTES OF WEST YORKSHIRE PENSION FUND JOINT
ADVISORY GROUP HELD ON 29 JULY 2021**

257 -
268

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 "**Document "U"**" which reports on the minutes of the meeting of the WYPF Joint Advisory Group held on 29 July 2021.

Recommended –

That the minutes of the West Yorkshire Pension Fund Joint Advisory Group held on 29 July 2021 be considered.

(Rodney Barton – 01274 432317)

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 29 July 2021 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 INVESTMENT
ADVISORY PANEL HELD ON 29 JULY 2021**

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 "V"** which reports on the minutes of the meeting of the WYPF Investment Advisory Panel held on 29 July 2021.

Recommended –

That the minutes of the West Yorkshire Pension Fund Investment Advisory Panel held on 29 July 2021 be considered.

(Rodney Barton – 01274 432317)