

## **Agenda for a meeting of the Governance and Audit Committee to be held on Thursday, 21 April 2022 at 10.30 am in City Hall, Bradford**

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### **Members of the Committee – Councillors**

<b>LABOUR</b>	<b>CONSERVATIVE</b>	<b>LIBERAL DEMOCRAT</b>
<b>Tait Thornton Godwin</b>	<b>Pollard</b>	<b>Reid</b>

### **Alternates:**

<b>LABOUR</b>	<b>CONSERVATIVE</b>	<b>LIBERAL DEMOCRAT</b>
<b>M Slater Azam T Hussain</b>	<b>Felstead</b>	<b>Sunderland</b>

### **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.

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### **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 24 March 2022 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 MEETINGS HELD ON 22 MARCH 2022**

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

In accordance with this requirement, the Director of West Yorkshire Pension Fund will submit "**Document AE**" which reports on the minutes of the meetings of the WYPF Local Pension Board held on 22 March 2022.

**Recommended –**

**That the minutes of the West Yorkshire Pension Fund Local Pension Board meetings held on 22 March 2022 be considered.**

(Caroline Blackburn – 01274 434523)

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

The Director of Finance and IT will submit **Document "AF"** which provides details of the annual review of the Contract Standing Orders and Financial Regulations sections of the Council's Constitution and makes recommendation for their amendment.

**Recommended-**

**That the proposed changes to Contract Standing Orders and Financial Regulations as detailed in Document “AF” be accepted and recommended to Council for approval, to support improvements in the organisations procurement processes and procedures.**

(Ian Westlake/Mark St Romaine – 07971 540171)

**7. PROPOSED AMENDMENTS TO THE CONSTITUTION FOLLOWING THE ADOPTION BY COUNCIL ON 15 MARCH 2022 OF THE LOCAL GOVERNMENT ASSOCIATION MODEL COUNCILLOR CODE OF CONDUCT WITH AMENDMENTS**

**Document “AG”** provides Members with proposed amendments to the Protocols on Member-Officer Relations, Members Gifts and Hospitality and Members Use of Council Resources including Use of E-mail and the Internet for recommendation to Council, following the adoption by Council on 15 March 2022 of the Local Government Association Model Councillor Code of Conduct with amendments.

**Recommended-**

**(1) That the proposed amendments to:**

- a) the Protocol on Member-Officer Relations set out in Appendix 1**
- b) the Protocol on Members Gifts and Hospitality set out in Appendix 2 and**
- c) the Protocol on Members Use of Council Resources including Use of E-mail and the Internet set out in Appendix 3**
- d) the constitution as set out in paragraph 3.3 of Document “AG”**

**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 full Council.**
- (3) That the City Solicitor ensures that any agreed amendments are implemented.**

(Mandy Hill – 07814 779101)

**8. INTERNAL AUDIT PLAN 2022/23**

The Director of Finance and IT will submit **Document “AH”** which outlines the Internal Audit Plan for the financial year 2022/23. 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 2022/23 Internal Audit plan is a one year plan. This takes into account the work that has been able to be completed in the past two years and the new risks that the Council has been facing. Normally this would have been the fifth year of a five year internal audit planning cycle however due to current uncertainty as to the new working environment a single year programme has been adopted.

**Recommended-**

**That the Internal Audit Plan for 2022/23 be approved.**

(Mark St Romaine – 01274 432888)

**9. EXTERNAL AUDITORS ANNUAL REPORT FOR THE 2020/21  
AUDIT OF THE CITY OF BRADFORD METROPOLITAN DISTRICT  
COUNCIL**

The External Auditor will submit **Document “AI”** 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 contents of the Annual Audit Report (Document “AI”) including the identified significant weaknesses in the Value for Money arrangements and the recommendation for improvement set out on page 15 of the report be noted.**

(Mark Outterside – 0191 3836339)

**10. EXTERNAL AUDIT STRATEGY MEMORANDUM (ASM) 2021/22  
FOR THE WEST YORKSHIRE PENSION FUND**

The External Auditor will submit **Document “AJ”** which sets out the plan for the external audit of the West Yorkshire Pension Fund for financial year 2021-22.

**Recommended-**

**That the West Yorkshire Pension Fund Audit Strategy Memorandum for the financial year 2021-22 (Document “AJ”) be noted.**

(Abi Medic – 0113 3942000)

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