

Agenda for a meeting of the Governance and Audit Committee to be held on Thursday, 14 July 2022 at 10.30 am in Committee Room 3 - City Hall, Bradford

Members of the Committee – Councillors

LABOUR	CONSERVATIVE	LIBERAL DEMOCRAT
Tait (Ch) Thornton (DCh) Godwin	Felstead	Griffiths

Alternates:

LABOUR	CONSERVATIVE	LIBERAL DEMOCRAT
M Slater Azam Cunningham	Pollard	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 that agenda item.

From:

Parveen Akhtar
City Solicitor

To:

Agenda Contact: Fatima Butt/Kanwal Amrez
Phone: 01274 432227/07929070288

E-Mail: fatima.butt@bradford.gov.uk/kanwal.amrez@bradford.gov.uk

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 must consider their interests, and act according to the following:

Type of Interest	You must:
Disclosable Pecuniary Interests	Disclose the interest; not participate in the discussion or vote; and leave the meeting <u>unless</u> you have a dispensatio
Other Registrable Interests (Directly Related) OR Non-Registrable Interests (Directly Related)	Disclose the interest; speak on the item <u>only if</u> the public are also allowed to speak but otherwise not participate in the discussion or vote; and leave the meeting <u>unless</u> you have a dispensatio
Other Registrable Interests (Affects) OR Non-Registrable Interests (Affects)	Disclose the interest; remain in the meeting, participate and vote <u>unless</u> the matter affects the financial interest or well-being (a) to a greater extent than it affects the financial interests of a majority of inhabitants of the affected ward, and (b) a reasonable member of the publ knowing all the facts would believe tl it would affect your view of the wider public interest; in which case speak on the item <u>only if</u>

the public are also allowed to speak but otherwise do not participate in the discussion or vote; and leave the meeting unless you have a dispensation

- (2) Disclosable pecuniary interests relate to the Member concerned or their spouse/partner.
- (3) 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.
- (4) Officers must disclose interests in accordance with Council Standing Order 44.

3. MINUTES

Recommended –

That the minutes of the meeting held on 9 June 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. **REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA 2000) - LEVEL OF USE (QUARTERLY UPDATE)** 1 - 10

The Interim City Solicitor will submit **Document “E”** which provides information relating to:

- The number of authorised and approved covert surveillance operations (Nil return) undertaken by the Councils criminal investigation teams for the first two quarters of 2022.
- The arrangements for training to be provided to officers of the Council.
- The use of the Councils CCTV equipment by the Police or Department of Work and Pensions (DWP) for covert surveillance.

Recommended –

(1) That the contents of the report be noted.

(2) That the Councils continued compliance with RIPA as coordinated and monitored by the Councils RIPA Coordinator and Monitoring Officer and the Senior Responsible Officer be noted.

(3) That the RIPA training arranged be noted.

(Richard Winter – 01274 434292)

6. **CORPORATE INVESTIGATIONS UNIT PERFORMANCE AND ACTIVITY REPORT FOR THE FINANCIAL YEAR 2021/22** 11 - 44

The Council has a duty to protect the public purse and has committed to a zero tolerance approach to fraud, theft, corruption (including bribery), or any other financial irregularity committed against the organisation. Fraud is a prevalent cause of concern in the public sector and continues to pose financial threats to local authorities. The Council recognises that each pound lost to fraud represents a loss to the public purse and reduces the Council's ability to provide services to people who need them.

The Director of Finance and IT will submit **Document “F”** which reports on the Council's Corporate Investigation Unit (CIU) latest performance information and provides assurance that the Council's counter fraud arrangements are effective.

Recommended -

That the activity and performance carried out by the Corporate Investigation Unit to prevent, detect and deter the Council from instances of fraud, theft, corruption or any other financial irregularity in 2021/22 be noted.

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

7. **TERMS OF REFERENCE FOR A COMMUNITY GOVERNANCE REVIEW FOR THE DISSOLVING OF HAWORTH, CROSS ROADS AND STANBURY PARISH COUNCIL AND CREATION OF CROSS ROADS PARISH COUNCIL AND/EITHER HAWORTH AND STANBURY PARISH COUNCIL** 45 - 54

The Interim City Solicitor will submit **Document “G”** which reports that the Council has received a valid petition requesting a Community Governance Review (CGR) for a proposed change to a Local Council in the Worth Valley ward. The Committee must now make arrangements for the CGR, and as a first step must agree its terms of reference. The report summarises the relevant background issues and the proposes draft Terms of Reference to initiate the CGR process.

Recommended –

- (1) That the Terms of Reference highlighted in Appendix 1 for a Community Governance Review for a proposed dissolving of an existing Local Council and creation of two new Local Councils in the Worth Valley ward, as detailed in the report, be approved subject to any amendments required by the Committee.**

- (2) That the Committee authorise officers to conduct the Community Governance Review in accordance with the Local Government and Public Involvement in Health Act 2007 and the statutory guidance which relates to it.**

(Alice Bentley – 01535 618008)

8. **INTERNAL AUDIT ANNUAL REPORT 2021/22** 55 - 82

The Director of Finance and IT will submit (**Document “H”**) which reports that the purpose of the report is to inform members of the Committee about the service Internal Audit has provided to the Council during the financial year 2021/22.

In particular Members are advised of the following:-

- Internal Audit completed 83% of the 2021/22 audit plan which was below the target of 90%.
- Internal Audit's Client satisfaction identified that 100% of the respondents said that the "recommendations were useful and realistic" and believed that the audit was "of benefit to management."
- 100% of all high priority recommendations made from the work undertaken were accepted by management.

Recommended –

That the work carried out by Internal Audit during 2021/22 be recognised and supported.

(Mark St Romaine – 01274 432888)

9. PUBLIC SECTOR INTERNAL AUDIT STANDARDS - PROPOSALS FOR UNDERTAKING AN EXTERNAL REVIEW OF INTERNAL AUDIT 83 - 88

The Director of Finance and IT will submit **Document "I"** which outline the benefits of the proposed arrangements for carrying out the external review of the Council's Internal Audit function, as required by the Public Sector Internal Audit Standards (PSIAS).

Recommended –

That Option 2 (the appointment of an independent assessor which is buying in the review from a professional body such as CIPFA or IIA) be agreed as the proposed arrangements for carrying out the external review of the Council's Internal Audit function, as required by the Public Sector Internal Audit Standards (PSIAS).

(Mark St Romaine – 01274 432888)