

Agenda for a meeting of the Governance and Audit Committee to be held on Thursday, 22 September 2022 at 10.30 am in Committee Room 1 - City Hall, Bradford

Members of the Committee – Councillors

LABOUR	CONSERVATIVE	LIBERAL DEMOCRAT
Tait Thornton Godwin	Felstead	Griffiths

Alternates:

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

From:

Asif Ibrahim
Director of Legal and Governance
Agenda Contact: Fatima Butt/Kanwal Amrez
Phone: 01274 432227/0792907028
E-Mail: fatima.butt@bradford.gov.uk

To:

A. PROCEDURAL ITEMS

1. ALTERNATE MEMBERS (Standing Order 34)

The Director of Legal and Governance 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 dispensation
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 dispensation
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 public knowing all the facts would believe that it would affect your view of the wider

public interest;
in which case speak on the item only if
the public are also allowed to speak but
otherwise not 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 14 July 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. **COMMUNITY GOVERNANCE REVIEW OF LOCAL COUNCIL ARRANGEMENTS IN HAWORTH, CROSS ROADS AND STANBURY**

1 - 20

Members are reminded that at the Committee's meeting on 14 July 2022 approval was given to the Terms of Reference to initiate the Community Governance Review process for a proposed change to a Local Council in the Worth Valley ward.

The Director of Legal and Governance will now submit **Document "J"** which provides feedback from the Community Governance Review for the proposal to dissolve the current Haworth, Cross Roads and Stanbury Parish Council and establish two new Local Councils in Haworth and Stanbury, and Cross Roads, which was triggered by receipt of a petition to the Council from local residents.

Recommended -

- (1) That Members give their support to the proposal to dissolve Haworth, Cross Roads and Stanbury Parish Council and establish two new Local Councils in the same area – as a consequence of meeting the tests in the Local Government and Public Involvement in Health Act 2007, as outlined in paragraph 3.4. of the report.**
- (2) That with no significant opinion on the boundary, it is also recommended that the Local Councils follow the boundaries as proposed.**
- (3) That the new Local Councils being named Cross Roads Parish Council and Haworth and Stanbury Parish Council, as set out in the petition received in February 2022 be supported.**
- (4) That the Local Council areas being split into wards, in the case of Haworth and Stanbury, as outlined at paragraph 3.17, along with the suggested numbers of local councillors per Local Council ward be supported.**
- (5) That it should be noted that it is a requirement of the 2007 Act that the Council must make available a document setting out the reasons for the decisions it has taken at the conclusion of a community governance review and to publicise those reasons.**

- (6) **That the final approval for the dissolving of the current Parish Council and establishment of two new Local Councils in Cross Roads and Haworth and Stanbury area be referred to Council at the earliest opportunity.**

(Alice Bentley – 01535 618008)

6. **INFORMATION GOVERNANCE PERFORMANCE AND ACTIVITY REPORT FOR THE FINANCIAL YEAR 2021/22** 21 - 54

The Director of Finance and IT will submit **Document “K”** which presents the information governance performance and activity outcomes to provide assurance to the Committee that the Council’s information governance arrangements are effective.

Recommended-

That the performance and activity information contained within Document “K” be noted.

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

7. **COMPLAINTS PERFORMANCE AND ACTIVITY REPORT 2021-2022** 55 - 68

The Director of Finance and IT will submit **Document “L”** which presents the complaints performance and activity outcomes for the financial year ending 31st March 2022. It provides assurance for the Committee that the Council’s complaint handling arrangements are effective and where appropriate, that there is an action plan in place to ensure improvements are made.

Recommended

That performance improvement information contained within Document “L” be noted and the key actions identified to ensure performance continues to improve be supported.

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

8. **COUNCIL'S 2021-22 DRAFT STATEMENT OF ACCOUNTS** 69 - 200

The Director of Finance and IT will submit **Document “M”** which presents the Council’s 2021-22 draft statement of accounts. These accounts are subject to approval from external audit.

The report also briefly details the salient financial implications from the accounts. A further report on the accounts will be presented at the meeting of Committee on 24 November 2022. It is also anticipated that the final 2021-22 accounts will be presented on this date.

Recommended –

That the financial position from the draft 2021-22 Statement of Accounts be noted.

(Rachel Gledhill-Mosley – 07966 307065)

9. **EXTERNAL AUDIT'S PROGRESS REPORT FOR 2021-22 AUDIT OF THE CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL** 201 - 218

Document “N” provides the Committee with an update on progress in delivering External Audit’s responsibilities as the Council’s external auditors. It also includes a summary of recent national reports and publications for information.

Recommended -

That the contents of the report be noted.

(Mark Outterside – 0191 383 6339)

10. **WEST YORKSHIRE PENSION FUND (WYPF) 2021/22 REPORT AND ACCOUNTS** 219 - 426

The Director of West Yorkshire Pension Fund will submit **Document “O”** which presents the WYPF 2021/22 Annual Report and Accounts. The Local Government Pension Scheme Regulations 2013 (LGPS Reg 2013), Regulation 57 specifies that - an annual report must be prepared each year ending 31 March and must be published by 1st December following the yearend.

Recommended -

(1) That West Yorkshire Pension Fund (WYPF) 2021/22 Annual Report and Accounts be approved.

(2) That the WYPF’s lowest cost and high quality Local Government Pension Scheme services and financial performance be noted.

(Ola Ajala – 01274 434534)

11. **WEST YORKSHIRE PENSION FUND AUDIT COMPLETION REPORT 2021/22** 427 - 460

The External Auditor will submit **Document “P”** which reports on the findings from their work on the West Yorkshire Pension Fund’s Financial Statements. A verbal update on any outstanding matters will be reported at the meeting.

Recommended –

That the report (Document “P”) be noted.

(Abi Medic - 07881 283644)

12. **ANNUAL GOVERNANCE STATEMENT 2021-2022** 461 - 476

The Director of Finance and IT will submit **Document “Q”** which 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 2021-22 to accompany the Council’s Statement of Accounts.

Recommended –

That the Leader of the Council and the Chief Executive be authorised to sign the document (Document “Q”), on behalf of the Council, to accompany the Statement of Accounts 2021-2022.

(Mark St Romaine – 01274 432888)