

## Agenda for a meeting of the Governance and Audit Committee to be held on Thursday, 23 March 2023 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
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  
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## 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:*

<b>Type of Interest</b>	<b>You must:</b>
<i>Disclosable Pecuniary Interests</i>	<i>Disclose the interest; not participate in the discussion or vote; and leave the meeting <u>unless</u> you have a dispensation</i>
<i>Other Registrable Interests (Directly Related)</i> <b>OR</b> <i>Non-Registrable Interests (Directly Related)</i>	<i>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</i>
<i>Other Registrable Interests (Affects)</i> <b>OR</b> <i>Non-Registrable Interests (Affects)</i>	<i>Disclose the interest; remain in the meeting, participate and vote <u>unless</u> the matter affects the financial interest or well-being</i>

*(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 th.*

*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 26 January 2023 be signed as a correct record.**

(Kanwal Amrez – 07929 070288)

### **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.

(Kanwal Amrez – 07929 070288)

## **B. BUSINESS ITEMS**

### **5. TREASURY MANAGEMENT STRATEGY 2023-24**

1 - 38

The Director of Finance and IT will submit **Document “AC”** which reports on the Council’s 2023-24 Treasury Strategy and Prudential Indicators.

The Council is currently required to receive and approve, as a minimum, three main treasury reports each year, which incorporate a variety of policies, estimates and actuals.

**Prudential and treasury indicators and treasury strategy** - The first, and most important report is forward looking and covers:

- The capital plans, (including prudential indicators);
- A minimum revenue provision (MRP) policy, (how residual capital expenditure is charged to revenue over time);
- The treasury management strategy, (how the investments and borrowings are to be organised), including treasury indicators; and
- An investment strategy, (the parameters on how treasury investments are to be managed).

**Recommended –**

**That the report Document “AC” be noted and referred to full Council for adoption.**

(Colin Standish - 01274 432361)

### **6. AUDIT COMPLETION REPORT 2021/22**

39 - 82

The External Auditor will present **Document “AD”** which summarises the findings from the audit of the City of Bradford Metropolitan District Council for the year ended 31 March 2022.

**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.**

(Nicola Hallas - 07824 086 593)

**7. AUDITED STATEMENT OF ACCOUNTS 2021/2022**

83 - 224

The 2021-22 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 the report **Document “AE”** which presents the Council’s 2021-22 audited Statement of Accounts and summarises the key financial points.

**Recommended -**

**That the 2021-22 Statement of Accounts are approved and signed by the Chair of the Committee.**

(Rachel Gledhill-Moseley – 07966307065)

**8. COUNTER FRAUD FRAMEWORK**

225 -  
262

The Director of Finance and IT will submit report **Document “AF”** which reports on a proposal to introduce a new Counter Fraud Framework from April 2023 and beyond.

**Recommended –**

**That the proposed new Counter Fraud framework and accompanying policies, strategies and plans to enhance the Council’s response to fraud and corruption be approved.**

(Harry Singh/Tracey Banfield - 07582101209/07582102740)

**9. REVIEW OF THE EFFECTIVENESS OF THE GOVERNANCE AND AUDIT COMMITTEE AND CONSIDERATION OF THE APPOINTMENT OF INDEPENDENT MEMBERS TO THE GOVERNANCE AND AUDIT COMMITTEE**

263 -  
280

The Director of Finance and IT will submit report **Document “AG”** which provides a review of the level of compliance by the Council’s Governance and Audit Committee (GAC) with the Chartered Institute of Public Finance and Accountancy (CIPFA) 2022 position statement on Audit Committees in Local Authorities and the Police. The report also covers the GAC’s specific responsibilities in relation to the West Yorkshire Pension Fund (WYPF).

**Recommended –**

**(1) That the Governance and Audit Committee agree to implement the options from 12.1.1 to 12.1.4 as detailed in**

**Document “AG”**

- (2) **That the Governance and Audit Committee recommend to Council that Article 9 of the Council’s constitution be amended so that the composition of Governance and Audit Committee includes 2 Independent members, subject to a recruitment process;**
- (3) **That the Governance and Audit Committee recommend to Council that the recruitment process of the Independent Members be delegated to the Director of Finance and IT in consultation with the Chair of Governance and Audit Committee.**

(Mark St Romaine – 01274 432888)

**10. MINUTES OF WEST YORKSHIRE PENSION FUND (WYPF) LOCAL PENSION BOARD MEETINGS HELD 18 OCTOBER 2022** 281 - 296

The Managing Director of West Yorkshire Pension Fund will submit **Document “AH”** which reports on the minutes of the WYPF Pension Board meeting held on 18 October 2022.

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.

**Recommended –**

**That the minutes of West Yorkshire Pension Fund (WYPF) Local Pension Board meeting held on 18 October 2022 be noted.**

(Matt Mott - 07815 476877)

**11. MINUTES OF WEST YORKSHIRE PENSION FUND (WYPF) JOINT ADVISORY GROUP HELD 26 JANUARY 2023** 297 - 308

The Council’s Financial Regulations require the minutes of meeting of the WYPF Joint Advisory Group to be submitted to this committee.

In accordance with this requirement, the Director of West Yorkshire Pension Fund will submit **Document “AI”** which reports on the minutes of the meeting of the WYPF Joint Advisory Group held on 26 January 2023.

**Recommended –**

**That the minutes of the West Yorkshire Pension Fund Joint Advisory Group held on 26 January 2023 be noted.**

(Euan Miller – 01274 434517)

**12. WEST YORKSHIRE PENSION FUND FUNDING STRATEGY STATEMENT**

309 -  
380

WYPF must maintain a Funding Strategy Statement in accordance with the Local Government Pension Scheme Regulations 2013. The report of the Director of the West Yorkshire Pension Fund (**Document “AJ”**) explains that the statement must be kept under review and, after consultation with such persons as are considered appropriate, make such revisions as are appropriate following a material change in its policy.

It is customary for each Local Government Pension Scheme fund to update its Funding Strategy Statement (FSS) as part of the triennial actuarial valuation process, which needs to be completed by 31 March 2023. Approval of the FSS is required to enable the Rates and Adjustment certificate to be signed by WYPF’s Actuary by 31 March 2023 as part of the 2022 valuation process.

**Recommended –**

**That the changes to the Funding Strategy Statement as detailed in Document “AJ” be approved.**

(Euan Miller – 01274 434517)

**13. EXCLUSION OF THE PUBLIC**

**Recommended –**

**That the public be excluded from the meeting during the consideration of the item relating to minutes of the West Yorkshire Pension Fund Investment Advisory Panel meeting held on 27 October 2022 and 26 January 2023 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.**

**14. MINUTES OF WEST YORKSHIRE PENSION FUND (WYPF) INVESTMENT ADVISORY PANEL HELD ON 27 OCTOBER 2022**

The Council’s Financial Regulations require the minutes of meeting of the WYPF Investment Advisory Panel to be submitted to this committee.

In accordance with this requirement, the Director of West Yorkshire Pension Fund will submit **Not for Publication “Document “AK”** which

reports on the minutes of the meeting of the WYPF Investment Advisory Group held on 27 October 2022.

**Recommended –**

**That the minutes of the West Yorkshire Pension Fund Investment Advisory Panel held on 27 October 2022 be considered.**

(Euan Miller – 01274 434517)

**15. MINUTES OF WEST YORKSHIRE PENSION FUND (WYPF)  
INVESTMENT ADVISORY PANEL HELD ON 26 JANUARY 2023**

The Council's Financial Regulations require the minutes of meeting of the WYPF Investment Advisory Panel to be submitted to this committee.

In accordance with this requirement, the Director of West Yorkshire Pension Fund will submit **Not for Publication "Document "AL"** which reports on the minutes of the meeting of the WYPF Investment Advisory Group held on 26 January 2023.

**Recommended –**

**That the minutes of the West Yorkshire Pension Fund Investment Advisory Panel held on 26 January 2023 be considered.**

(Euan Miller – 01274 434517)