

Agenda for a meeting of the Governance and Audit Committee to be held on Thursday, 15 June 2023 at 10.30 am in Committee Room 3 - City Hall, Bradford

Members of the Committee – Councillors

LABOUR	CONSERVATIVE	GREEN
Tait Thornton Godwin	Felstead	Hickson

Alternates:

LABOUR	CONSERVATIVE	GREEN
Alipoor K Hussain H Khan	Pollard	Love

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: Kav Amrez
 Phone: 07929 070288
 E-Mail: kanwal.amrez2@bradford.gov.uk

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:
<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> OR <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> OR <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 23 March 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. AUDIT COMPLETION REPORT 2021/22 FOLLOW UP LETTER 1 - 14

The External Auditor will present **Document “A”** which will be the Audit Follow up letter which will summarise the findings from the audit of the City of Bradford Metropolitan District Council for the year ended 31 March 2022.

Recommended –

The Committee is asked to:

- **note the contents of the Audit Follow up letter detailed in Document “A”.**

(Cameron Waddell/Nicola Hallas – 07813752053)

6. STATEMENT OF ACCOUNTS 2021/22 15 - 156

The Director of Finance and IT will submit the report **Document “B”** this report will present the 2021-22 audited Statement of Accounts and summarise the key financial points arising.

Recommended –

That the 2021-22 statement of accounts are approved by the Governance and Audit Committee.

(Celia Yang – 07977814829)

7. ANNUAL TREASURY MANAGEMENT REPORT 2022/23 157 - 178

The Director of Finance and IT will submit report **Document “C”** which will show the Council’s Treasury Management activities for the year ending 31 March 2023.

During 2022-23 the minimum reporting requirements were that the full Council should receive the following reports:

- an annual treasury strategy in advance of the year (Governance and Audit Committee 24/03/2022 and Council 17/05/2022)
- a mid-year, (minimum), treasury update report (Governance and Audit Committee 24/11/2022 and Council 13/12/2022)
- an annual review following the end of the year describing the activity compared to the strategy, (this report).

Recommended –

That the report Document “C” be noted and referred to full

Council for adoption.

(Lynsey Simenton/Mark Russell – 07582102779)

8. **WEST YORKSHIRE PENSION FUND BOARD MINUTES 21 MARCH 2023** 179 - 200

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 Managing Director of West Yorkshire Pension Fund will submit **Document “D”** which reports on the minutes of the WYPF Pension Board meeting held on 21 March 2023.

Recommended –

That the minutes of West Yorkshire Pension Fund (WYPF) Local Pension Board meetings held on 21 March 2023 be considered and noted.

(Yunus Gajra - 01274 432343)

9. **INTERNAL AUDIT PLAN 2023/24** 201 - 224

The Director of Finance and IT will submit report **Document “E”** which will outline the Internal Audit Plan for the financial year 2023/24. 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.

In addition to the 2023/24 Internal Audit year plan the report identifies an indicative plan for a further two years to highlight the risks that are being monitored

Recommended –

That the Committee reviews and approves the Internal Audit Plan for 2023/24 as detailed in Document “E”.

(Mark St Romaine - 01274 432888)

10. **PUBLIC SECTOR INTERNAL AUDIT STANDARD - EXTERNAL REVIEW** 225 - 248

The Director of Finance and IT will present report **Document “F”** which will provide feedback on the recent CIPFA review to determine the Internal Audit function’s compliance with the UK Public Sector

Internal Audit Standards.

Recommended –

That the Committee note the report and agree the Improvement Plan included in the CIPFA external quality assessment of the Internal Audit Service as detailed in Document “F”.

(Mark St Romaine - 01274 432888)

11. CONSIDERATION OF THE APPOINTMENT OF INDEPENDENT MEMBERS OR AN ADVISOR TO THE GOVERNANCE AND AUDIT COMMITTEE. 249 - 256

The Director of Finance and IT will submit report **Document “G”** which will provide details around the appointment of independent members or an advisor to Bradford Council’s Governance and Audit Committee.

Recommended –

- **That the 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.**
- **That the 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)