

## Agenda for a meeting of the Governance and Audit Committee to be held on Thursday, 20 July 2023 at 10.30 am in Committee Room 1 - 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  
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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. 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.

(Kav Amrez – 07929 070288)

### **4. MINUTES**

**Recommended –**

**That the minutes of the meeting held on 15 June 2023 be signed as a correct record.**

## B. BUSINESS ITEMS

5. **CORPORATE INVESTIGATIONS UNIT PERFORMANCE AND ACTIVITY REPORT FOR THE FINANCIAL YEAR 2022/23** 1 - 30

The Director of Finance and IT will submit a report “**Document H**” which will present the Council’s Corporate Investigation Unit (CIU) latest performance information to provide assurance that the Council’s counter fraud arrangements are affective.

**Recommended –**

**That the Committee notes the activity and performance carried out by CIU as detailed in report Document “H”.**

(Harry Singh/Tracey Banfield - 07582 101209 / 07582 102740)

6. **INTERNAL AUDIT ANNUAL REPORT 2022/23** 31 - 58

The Director of Finance and IT will submit a report “**Document I**” which reviews the service Internal Audit has provided to the Council during the financial year 2022/23.

**Recommended –**

**That the Committee recognises and supports the work carried out by Internal Audit during 2022/23 as detailed in Document “I”.**

(Mark St Romaine – 01274 432888)

7. **INTERNAL AUDIT CHARTER** 59 - 72

The Director of Finance and IT will submit a report “**Document J**” which will provide an update on the Internal Audit Charter for approval by the Governance and Audit Committee.

**Recommended –**

**That the Governance and Audit Committee approves the revised Internal Audit Charter as detailed in Document “J”.**

(Mark St Romaine – 01274 432888)

8. **EXCLUSION OF THE PUBLIC**

**Recommended –**

**That the public be excluded from the meeting during the consideration of the items relating to minutes of the West Yorkshire Pension Fund Investment Advisory Panel meeting**

held on 27 April 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.

9. **MINUTES OF WEST YORKSHIRE PENSION FUND (WYPF)  
INVESTMENT ADVISORY PANEL HELD ON 27 APRIL 2023**

73 - 74

The Council's Financial Regulations requires the minutes of meetings of the WYPF be submitted to this Committee.

In accordance with this requirement, the Director of West Yorkshire Pension Fund will submit **Not for Publication Document "K"** which reports on the minutes of the meeting of the WYPF Investment Advisory Panel held on 27 April 2023.

**Recommended –**

**That the minutes of the West Yorkshire Pension Fund Investment Advisory Panel held on 27 April 2023 be considered and noted.**

(Euan Miller - 01274 434517)