

## Agenda for a meeting of the Governance and Audit Committee to be held on Thursday, 21 September 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](mailto: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:*

<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</u> if 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 interests 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 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 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)

## **B. BUSINESS ITEMS**

### **4. INFORMATION GOVERNANCE PERFORMANCE AND ACTIVITY REPORT FOR THE FINANCIAL YEAR 2022/23**

1 - 30

The Director of Finance and IT will submit a report “**Document L**” which will present the information governance performance and activity outcomes to provide assurance that the Council’s information

governance arrangements are effective.

**Recommended –**

**That the Committee notes the performance and activity information as detailed in the report (Document “L”).**

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

**5. COMPLAINT HANDLING ANNUAL PERFORMANCE AND ACTIVITY REPORT 2022-2023 31 - 50**

The Director of Finance and IT will submit a report “**Document M**” which will present the Council’s complaint handling performance and activity outcomes for the financial year ending 31<sup>st</sup> March 2023. It provides assurance to the Committee that the Council’s complaint handling arrangements are effective and appropriate and that there is an action plan in place to ensure improvements are made.

**Recommended –**

**That the Committee notes the performance improvement information contained in Document “M” and supports the key actions identified to ensure performance continues to improve.**

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

**6. DRAFT STATEMENT OF ACCOUNTS - 2022/23 51 - 208**

The Director of Finance and IT will submit a report “**Document N**” which presents the Council’s 2022-23 draft statement of accounts. This report will also briefly provide details of the key financial points from the accounts.

**Recommended –**

**That the 2022-23 draft statement of accounts be considered by the Committee.**

(Celia Yang – 07977814829)

**7. ANNUAL GOVERNANCE STATEMENT 2022/23 209 - 224**

The Director of Finance and IT will submit a report “**Document “O”**” 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 2022-23.

**Recommended –**

**That the Governance and Audit Committee authorise the Leader of the Council and the Chief Executive to sign the document as detailed in Document “O”, on behalf of the Council, to accompany the Statement of Accounts 2022-2023.**

(Mark St Romaine/Richard Hoyle - 01274 432888/07582  
102719)

**8. WEST YORKSHIRE PENSION FUND (WYPF) REPORT AND ACCOUNTS 2022/23** 225 - 632

The Director of West Yorkshire Pension Fund will submit a report **Document “P”** which will provide a summary of West Yorkshire Pension Fund’s financial position at the end of the year and key financial activities during the year ended 31 March 2023.

**Recommended –**

**That the Governance and Audit Committee:**

- 1) That the content of the West Yorkshire Pension Fund annual report and account as detailed in report Document “P” be noted.**
- 2) That the financial and service performance details in the report be noted.**

(Ola Ajala – 01274 434534)

**9. EXTERNAL AUDIT STRATEGY MEMORANDUM WEST YORKSHIRE PENSION FUND (WYPF)** 633 - 668

The External Auditor will submit **Document “Q”** which reports on the Audit Strategy Memorandum of West Yorkshire Pension Fund (WYPF)The report provides a summary view of the auditors’ strategy for completing their audit of the WYPF accounts in line with best practise.

**Recommended –**

**That the Audit Strategy Memorandum of WYPF (Document “Q”) be approved.**

(Alastair Newell – 0161 238 9243)

**10. EXTERNAL AUDIT STRATEGY MEMORANDUM CBMDC** 669 - 706

The External Auditor will submit **Document “R”** the report sets out the plan for the external audit of the City of Bradford Metropolitan District

Council (CBMDC) for the financial year 2022-23.

**Recommended –**

**That the Audit Strategy Memorandum for City of Bradford Metropolitan District Council as detailed in Document “R” be approved.**

(Alastair Newell – 0161 238 9243)

**11. AMENDMENTS TO THE CONSTITUTION - CONTRACT STANDING ORDERS AND FINANCIAL REGULATIONS 707 - 732**

The Director of Finance and IT will submit a report **Document “S”** which will provide members with details of the annual review of the Contract Standing Orders and Financial Regulations sections of the Council’s Constitution and makes recommendations for their amendment.

**Recommended –**

- 1) That the Committee accepts option 1 of the report as detailed in Document “S” and the proposed ‘Position Statement’ to Contract Standing Orders and Financial Regulations.**
- 2) That the report be referred to Council for approval to support improvements in the organisation’s procurement processes and procedures.**

(Kashi Akhtar/Mark St Romaine – 01274 432888/07582102719)

**12. MINUTES OF WEST YORKSHIRE PENSION FUND (WYPF) JOINT ADVISORY GROUP HELD ON 27 JULY 2023 733 - 744**

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 “T”** which reports on the minutes of the meeting of the WYPF Joint Advisory Group held on 27 July 2023.

**Recommended –**

**That the minutes of the West Yorkshire Pension Fund Joint Advisory Group held on 27 July 2023 be noted.**

(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 the minutes of the West Yorkshire Pension Fund Investment Advisory Panel meeting held on 27 July 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 JULY 2023**

745 -  
758

The Council's Financial Regulations require 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 "U"** which reports on the minutes of the meeting of the WYPF Investment Advisory Panel held on 27 July 2023.

**Recommended –**

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

(Euan Miller – 01274  
434517)