

Agenda for a meeting of the Governance and Audit Committee to be held on Thursday, 25 January 2024 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.
- **Members of the public are respectfully reminded that this is a meeting that is being held in public NOT a public meeting. The attendance of the public to observe the proceedings is welcome.**
- 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: Kanwal 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> <i>(a) to a greater extent than it affects the financial interests of a majority of inhabitants of the affected ward, and</i> <i>(b) a reasonable member of the public</i>

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 23 November 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. **REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA 2000) - LEVEL OF USE** 1 - 172

The Director of Legal and Governance will submit **Document “AC”** which provides information relating to:

- The number of authorised and approved covert surveillance operations (Nil return) undertaken by the Council’s criminal investigation teams during 2022.
- The use of the Council’s CCTV equipment by the Police/ Department of Work and Pensions (DWP) for covert surveillance.
- IPCO inspection
- Policy review

Recommended –

That the contents of the report Document “AC” be noted.

(Jason Field - 07890416571)

6. **CBMDC EXTERNAL AUDIT PROGRESS UPDATE 2022-23** 173 - 196

The External Auditor will present **Document “AD”** which sets out the progress for the ongoing external audit of the City of Bradford Metropolitan District Council for financial year 2022-23.

Recommended –

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

(Alastair Newall – 07881283644)

7. **ANNUAL GOVERNANCE STATEMENT 2022-23 REVIEW** 197 - 206

The Strategic Director Corporate Resources will present **Document “AE”** which reviews progress on the significant governance concerns reported in the Council’s Annual Governance Statement 2022-23 and asks that members consider potential areas for inclusion in the next management assurance questionnaire that will help inform the 2023-24 Annual Governance Statement.

Recommended –

That members of the Governance and Audit Committee:

- (1) Review the information contained in this report and the progress made in addressing the significant governance challenges.
- (2) Endorse the further actions planned.
- (3) Alert Officers and Members to any emerging governance concerns requiring review during the 2023-24 process.
- (4) Raise for consideration any areas of corporate policy that they would like specifically including in the next management assurance questionnaire (MAQ), if any, that will form part of the 2023/24 annual governance review.

(Mark St Romaine - 07890 418375 & Richard Hoyle - 07582 102719)

8. BUILDING MAINTENANCE UPDATE

207 -
212

The report of the Strategic Director Corporate Resources **Document “AF”** will be submitted, which will provide details of the findings and management actions from the internal audit of Built Environment, requested by the committee at their meeting on 23 November 2023.

Recommended –

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

(Mike Watkins / Matt Seed – 07855177184)

9. BRADFORD CHILDREN AND FAMILIES TRUST GOVERNANCE STRUCTURES

213 -
226

The Executive Director Finance Resources for Bradford Children and Families Trust will submit **Document “AG”** which will set out an overview of the governance arrangements for Bradford Children & Families Trust, outlining the Board and Executive Leadership Team, reporting arrangements to the Council and DfE as well as the risk, audit and assurance arrangements. The report also provides an overview of the Trust’s Business Plan, strategic planning framework and Values.

Recommended -

That the governance arrangements as detailed in Document “AG” for the Trust be noted and consideration be given to timescales for future updates when further risk management and audit activity will have been progressed.

(Mark Gwynne - 07740 109532)

10. **MINUTES OF WEST YORKSHIRE PENSION FUND LOCAL
PENSION BOARD MEETING HELD ON 13 DECEMBER 2023**

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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 LGPS.

City of Bradford Metropolitan District Council (the Council), as Scheme Manager, as defined under section 4 of the Public Service Pensions Act 2013, has delegated legal and strategic responsibility for West Yorkshire Pension Fund (WYPF) to the Governance and Audit Committee.

The Director of West Yorkshire Pension Fund will submit **Document “AH”** which reports on the minutes of the WYPF Pension Board meeting held on 13 December 2023.

Recommended –

That the minutes of the West Yorkshire Pension Fund Pension Board meeting held on 13 September 2023 be considered and noted.

(Yunus Gajra – 07582105760)