

INDEPENDENT MEMBER

GOVERNANCE AND AUDIT COMMITTEE

Information Pack

March 2025



City of
BRADFORD
METROPOLITAN DISTRICT COUNCIL

www.bradford.gov.uk

The role of the Governance and Audit Committee is central to the governance, internal control, compliance and risk aspects of the operation of a local authority.

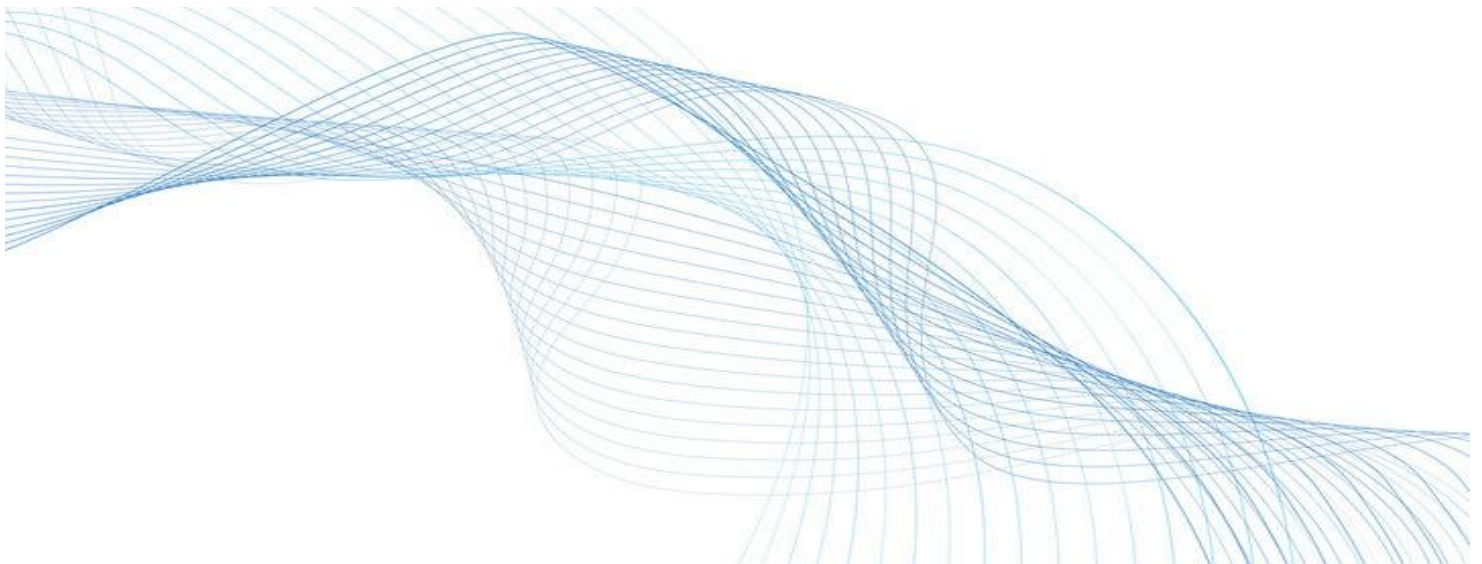
The work of the Committee includes:

- Approval of the Council's Financial Statements and Annual Governance Statement
- Consideration of internal and external audit reports
- Reviewing the effectiveness of risk management
- Monitoring delivery and reviewing of the Council's Treasury Management Strategy
- Scrutiny of the administration and investment arrangements of the West Yorkshire Pension Fund.

The aim of the Independent Member is to bring a fresh and objective viewpoint to the work of the Committee and support the Committee to carry out their work. Having an independent voice with the appropriate background knowledge and skills is advocated by the Chartered Institute of Public Finance and Accountancy (CIPFA) in their Audit Committee Guidance.

Specifically, an Independent Member serves as a non-voting co-opted member of the Committee, with the following responsibilities:

1. To attend and participate in meetings of the Committee and training/development days.
2. To engage fully in collective consideration of the issues before the Committee, considering a full range of relevant factors, including legislation and supporting regulations, professional guidance (e.g. that issued by the Chartered Institute of Public Finance and Accountancy (CIPFA)), and the advice of the Council's Officers and Auditors.
3. To participate fully in the discharge of all Committee functions, as set out in the Committee's terms of reference and the constitution.
4. To promote and champion the work of Internal and External Audit and the Committee.
5. To participate in periodic reviews of the overall effectiveness of the Committee, and of its terms of reference. See Section 4.
6. To promote high standards of conduct and integrity, always complying with the Council's Member Code of Conduct.



Section 2 – Person Specification

Applicants should demonstrate in their application how they meet the following requirements of the role:

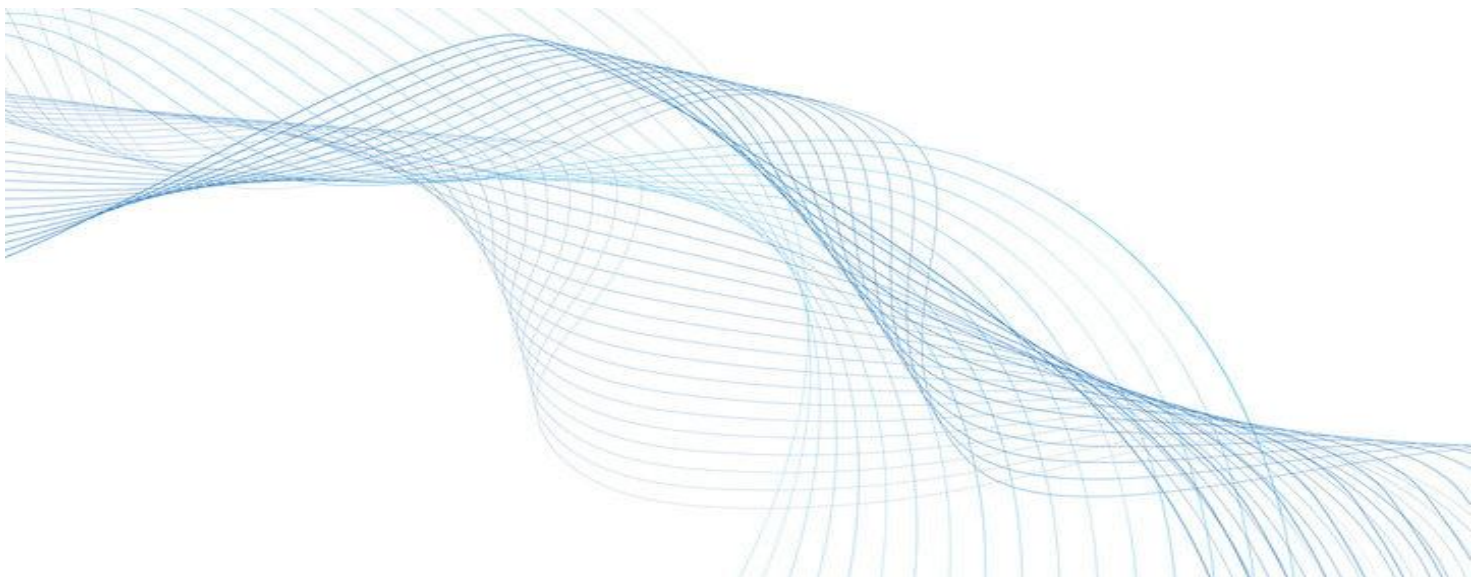
1. Ability to be objective, independent and impartial.
2. Good understanding of the roles of internal/external audit, risk management, corporate and financial governance.
3. High behavioural standards, demonstrating honesty and the highest level of integrity.
4. Experience of participating in a committee or similar meetings.
5. Experience of working at a senior management level within a complex commercial or public sector organisation.
6. A basic understanding of the wider local government environment and accountability structures.
7. Ability to understand complex issues and reach objective, evidence-based conclusions and decisions.
8. Strong strategic awareness and ability to identify emerging external factors that may impact on strategy, implementation of plans, or reputation with key stakeholders.
9. Strong communication and excellent interpersonal skills with the ability to challenge in a constructive manner.
10. Ability to devote the necessary time to the role.
11. A wish to serve the local community and uphold local democracy.



Section 3 – Eligibility for Appointment

A person cannot be appointed as an Independent Member if any of the following criteria apply:

1. Are currently or have been (within the last five years) a Councillor or an employee of City of Bradford Metropolitan District Council (CBMDC.)
2. Are closely associated with anyone who is now, or has been in the last five years, a Councillor or employee of CBMDC.
3. Holds any political office, belongs to a political party; or is or has been politically active in the last five years.
4. Has any dealings with the Council, which could be seen to be prejudicial to a person's independence or represent a conflict of interest.
5. Are subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order, or a debt relief restrictions order or interim debt relief restrictions order under Schedule 4ZB of the Insolvency Act 1986.
6. Has, within five years before the day of his/her appointment, been convicted of any offence and had passed upon him/her a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months without the option of a fine.
7. Has been convicted of a corrupt or illegal practice under Part III of the Representation of the People Act 1983.
8. Are disqualified from being or becoming a member due to sexual offences as defined in Section 81 (A) of the Local Government Act 1972.
9. Are disqualified from being or becoming a member following a conviction under Section 34 of the Localism Act 2011.



Section 4 – Terms of Reference

1. Maintain an overview of the Council’s Corporate Governance Framework, Constitution and the partnership arrangements.
2. Approve the Statement of Accounts and related documents in accordance with the Accounts and Audit Regulations 2015.
3. Adopt, on the recommendation of the Executive, plans or strategies in relation to borrowing, investments and capital expenditure.
4. Deal with any matters referred to the Committee by the Director of Finance in relation to his/her responsibilities under section 151 of the Local Government Act 1972.
5. Receive matters of a financial nature that External Audit request be considered by a member body, including any that may concern the Council’s governance arrangements.
6. Consider the effectiveness of the risk management arrangements, control environment and associated anti-fraud and anti-corruption arrangements.
7. Seek assurances that action is being taken on risk related issues determined by auditors and inspectors.
8. Be satisfied that the Annual Governance Statement properly reflects the risk environment and any actions to improve it.
9. Approve (but not direct) the Internal Audit Strategy Plan and monitor performance.
10. Review summary Internal Audit reports highlighting the main issues and seek assurance that action has been taken where necessary.
11. Receive the annual report of the Head of Internal Audit.
12. Consider the reports of External Audit and inspection agencies
13. Ensure that there are effective relationships between External and Internal Audit and Inspection Agencies and that the value of the audit process is actively promoted.
14. Review the financial statements, External Auditor’s opinion and reports to members and monitor management action in response to the issues raised by External Audit.
15. Make such recommendations to Executive as is deemed necessary in relation to the discharge of its above roles and functions.
16. In relation to the West Yorkshire Pension Fund ensure compliance with the Local Government Pension Scheme Regulations 2013 and the Pensions Schemes Act 2015.

17. Discharge the functions contained in Part H of Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (functions relating to local government pensions) and Part I, paragraph 48 (Maladministration Payments) including those relating to the Investment Advisory Panel and the Joint Advisory Group.

18. In relation to community governance reviews:

- Determine the validity of community governance petitions under section 80 of the Local Government and Public Involvement in Health Act 2007.
- Consider the Council's duties in responding to a community governance petition and determine what that response should be in accordance with Sections 83, 84 and 85 of the Act.
- Determine the terms of reference of a community governance review under Section 81 of the Act.
- Carry out a community governance review under Section 82 and in accordance with Section 93 of the Act and make recommendations in accordance with Sections 87 to 92 of the Act for the approval of full Council.

19. Undertake the following additional roles and functions and make recommendations:

- Overview of the Whistleblowing Code.

20. Overview of complaints handling and Ombudsman investigations

