



Brighton & Hove
City Council

Audit & Standards Committee

Title:	Audit & Standards Committee
Date:	8 January 2019
Time:	4.00pm
Venue	Council Chamber, Hove Town Hall
Members:	<p>Committee Members: Miller (Chair), Gilbey (Group Spokesperson), Sykes (Group Spokesperson), Cobb, Greenbaum, Lewry, Platts and Robins</p> <p>Independent Members: Diane Bushell and Dr David Horne</p>
Contact:	<p>Kat Hoare Democratic Services Officer 01273 291064 kat.hoare@brighton-hove.gov.uk</p>
	The Town Hall has facilities for wheelchair users, including lifts and toilets
	Infra-red hearing aids are available for use during the meeting. If you require any further information or assistance, please contact the receptionist on arrival.
	<p>FIRE / EMERGENCY EVACUATION PROCEDURE</p> <p>If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions:</p> <ul style="list-style-type: none"> • You should proceed calmly; do not run and do not use the lifts; • Do not stop to collect personal belongings; • Once you are outside, please do not wait immediately next to the building, but move some distance away and await further instructions; and • Do not re-enter the building until told that it is safe to do so.

AGENDA

PART ONE

Page

37 PROCEDURAL BUSINESS

- (a) **Declaration of Substitutes:** Where Councillors are unable to attend a meeting, a substitute Member from the same Political Group may attend, speak and vote in their place for that meeting.
- (b) **Declarations of Interest:**
 - (a) Disclosable pecuniary interests;
 - (b) Any other interests required to be registered under the local code;
 - (c) Any other general interest as a result of which a decision on the matter might reasonably be regarded as affecting you or a partner more than a majority of other people or businesses in the ward/s affected by the decision.

In each case, you need to declare

- (i) the item on the agenda the interest relates to;
- (ii) the nature of the interest; and
- (iii) whether it is a disclosable pecuniary interest or some other interest.

If unsure, Members should seek advice from the committee lawyer or administrator preferably before the meeting.

- (c) **Exclusion of Press and Public:** To consider whether, in view of the nature of the business to be transacted, or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

NOTE: *Any item appearing in Part Two of the Agenda states in its heading the category under which the information disclosed in the report is exempt from disclosure and therefore not available to the public.*

A list and description of the exempt categories is available for public inspection at Brighton and Hove Town Halls.

38 MINUTES AND ACTION LOG

7 - 16

To consider the minutes and Action Log of the meeting held on 18 September 2018 (copy attached).

Contact Officer: Kat Hoare

Tel: 01273 291064

39 CHAIR'S COMMUNICATIONS

AUDIT & STANDARDS COMMITTEE

40 CALL OVER

- (a) Items 44 – 50 and 52 will be read out at the meeting and Members invited to reserve the items for consideration.
- (b) Those items not reserved will be taken as having been received and the reports' recommendations agreed.

41 PUBLIC INVOLVEMENT

To consider the following matters raised by members of the public:

- (a) **Petitions:** to receive any petitions presented to the full council or at the meeting itself;
- (b) **Written Questions:** to receive any questions submitted by the due date of 12 noon on the (insert date);
- (c) **Deputations:** to receive any deputations submitted by the due date of 12 noon on the (insert date).

42 MEMBER INVOLVEMENT

To consider the following matters raised by councillors:

- (a) **Petitions:** to receive any petitions submitted to the full Council or at the meeting itself;
- (b) **Written Questions:** to consider any written questions;
- (c) **Letters:** to consider any letters;
- (d) **Notices of Motion:** to consider any Notices of Motion referred from Council or submitted directly to the Committee.

43 ITEMS REFERRED FOR COUNCIL

To consider items to be submitted to the 31st January 2019 Council meeting for information.

In accordance with Procedure Rule 24.3a, the Committee may determine that any item is to be included in its report to Council. In addition, any Group may specify one further item to be included by notifying the Chief Executive no later than 10am on the eighth working day before the Council meeting at which the report is to be made, or if the Committee meeting take place after this deadline, immediately at the conclusion of the Committee meeting.

44 STRATEGIC RISK FOCUS: SR30, SR23, SR21 AND SR26

17 - 58

Report of the Executive Lead Officer, Strategy, Governance & Law

Contact Officer: Jackie Algar

Tel: 01273 291273

Ward Affected: All Wards

AUDIT & STANDARDS COMMITTEE

- 45 INTERNAL AUDIT AND COUNTER FRAUD PROGRESS REPORT. 59 - 80**
Report of the Executive Director, Finance & Resources.
- Contact Officer: Mark Dallen Tel: 01273 291314*
Ward Affected: All Wards
- 46 EXTERNAL AUDIT PROGRESS REPORT JANUARY 2019 81 - 98**
External Report from Grant Thornton
- Ward Affected: All Wards*
- 47 STANDARDS UPDATE 99 - 102**
Report of the Monitoring Officer
- Contact Officer: Victoria Simpson Tel: 01273 294687*
Ward Affected: All Wards
- 48 REVIEW OF THE CODE OF CONDUCT FOR MEMBERS 103 - 106**
Report of the Monitoring Officer
- Contact Officer: Victoria Simpson Tel: 01273 294687*
Ward Affected: All Wards
- 49 OVERSIGHT AND CO-ORDINATION OF KEY COUNCIL POLICIES AND STRATEGIES 107 - 112**
Report of the Executive Lead, Strategy, Governance & Law
- Contact Officer: Giles Rossington Tel: 01273 295514*
Ward Affected: All Wards
- 50 CASH COLLECTION - COMPANY ADMINISTRATION UPDATE 113 - 120**
Report of the Executive Director, Finance & Resources.
- Contact Officer: Nigel Manvell Tel: 01273 293104*
Ward Affected: All Wards
- 51 ITEMS FOR THE NEXT MEETING**
- PART TWO**
- 52 PART TWO MINUTES 121 - 124**
To consider the part two minutes of the meeting held on 18 September

AUDIT & STANDARDS COMMITTEE

2018.

53 PART TWO PROCEEDINGS

To consider whether the items listed in Part Two of the agenda and decisions thereon should remain exempt from disclosure to the press and public.

AUDIT & STANDARDS COMMITTEE

The City Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public. Provision is also made on the agendas for public questions to committees and details of how questions can be raised can be found on the website and/or on agendas for the meetings.

The closing date for receipt of public questions and deputations for the next meeting is 12 noon on the fourth working day before the meeting.

Agendas and minutes are published on the council's website www.brighton-hove.gov.uk. Agendas are available to view five working days prior to the meeting date.

Electronic agendas can also be accessed through our meetings app available through www.moderngov.co.uk

Meeting papers can be provided, on request, in large print, in Braille, on audio tape or on disc, or translated into any other language as requested.

FURTHER INFORMATION

For further details and general enquiries about this meeting contact Kat Hoare, (01273 291064, email kat.hoare@brighton-hove.gov.uk) or email democratic.services@brighton-hove.gov.uk

WEBCASTING NOTICE

This meeting may be filmed for live or subsequent broadcast via the Council's website. At the start of the meeting the Chair will confirm if all or part of the meeting is being filmed. You should be aware that the Council is a Data Controller under the Data Protection Act 1988. Data collected during this web cast will be retained in accordance with the Council's published policy.

ACCESS NOTICE

The lift cannot be used in an emergency. Evac Chairs are available for self-transfer and you are requested to inform Reception prior to going up to the Public Gallery. **For your own safety please do not go beyond the Ground Floor if you are unable to use the stairs.**

Please inform staff on Reception of this affects you so that you can be directed to the Council Chamber where you can watch the meeting or if you need to take part in the proceedings e.g. because you have submitted a public question.

Date of Publication – Friday 28th December 2018