





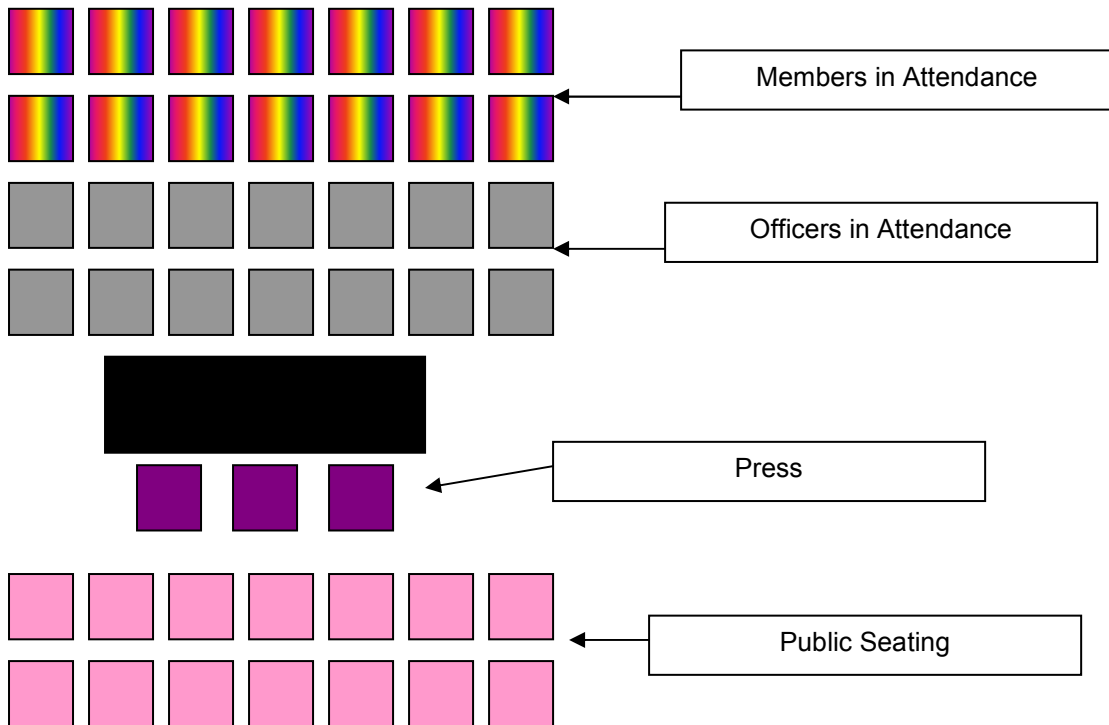
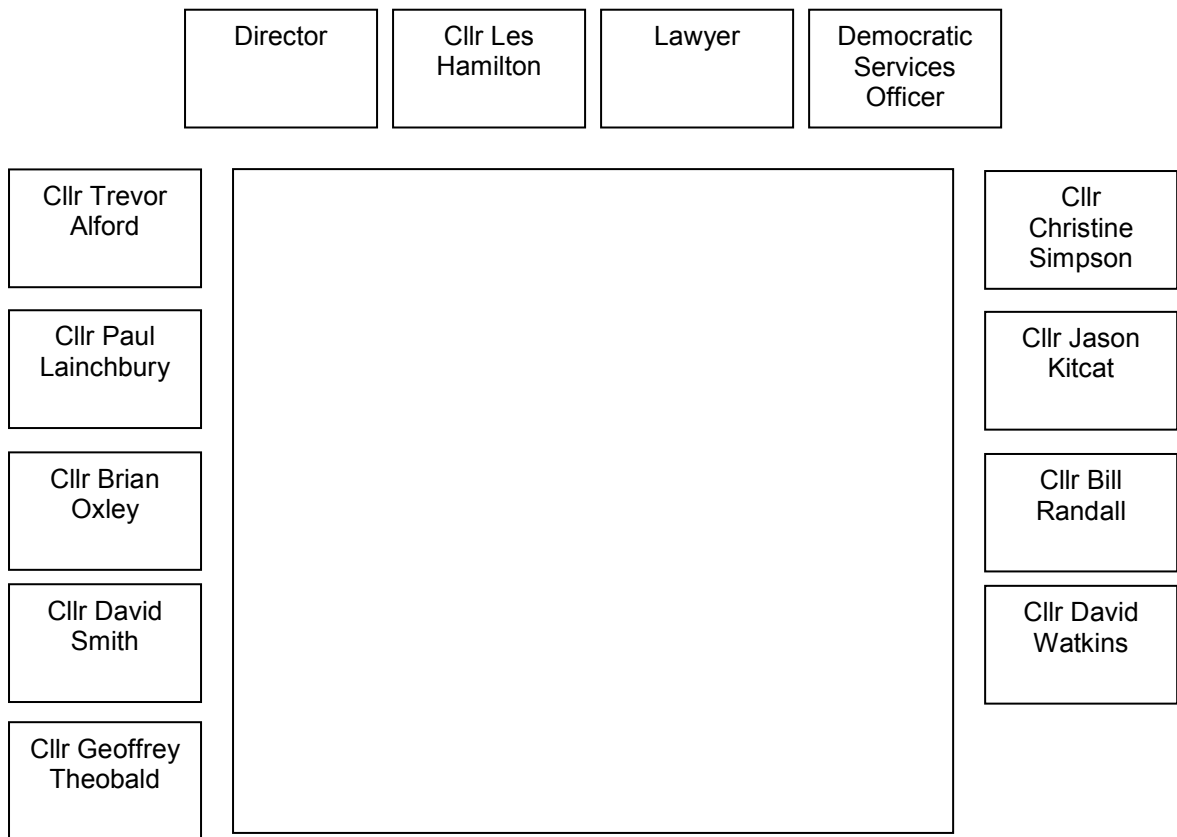
**Brighton & Hove  
City Council**

# Audit Committee

Title:	<b>Audit Committee</b>
Date:	<b>16 December 2008</b>
Time:	<b>4.00pm</b>
Venue	<b>Committee Room 1, Hove Town Hall</b>
Members:	<b>Councillors:</b> Hamilton (Chairman), Alford, Kitcat, Lainchbury, Oxley, Randall, Simpson, Smith, G Theobald and Watkins (Deputy Chairman)
Contact:	<b>Penny Jennings</b> Senior Democratic Services Officer 01273 291065 penny.jennings@brighton-hove.gov.uk

	<b>The Town Hall has facilities for wheelchair users, including lifts and toilets</b>
	<b>An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter and 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.</b>
	<b>FIRE / EMERGENCY EVACUATION PROCEDURE</b> <b>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:</b> <ul style="list-style-type: none"><li><b>• You should proceed calmly; do not run and do not use the lifts;</b></li><li><b>• Do not stop to collect personal belongings;</b></li><li><b>• Once you are outside, please do not wait immediately next to the building, but move some distance away and await further instructions; and</b></li><li><b>• Do not re-enter the building until told that it is safe to do so.</b></li></ul>

# Democratic Services: Meeting Layout



## AGENDA

### 50. 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 by all Members present of any personal interests in matters on the agenda, the nature of any interest and whether the Members regard the interest as prejudicial under the terms of the Code of Conduct.
- (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 2 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.*

### 51. MINUTES OF THE PREVIOUS MEETING

1 - 6

Minutes of the meeting held on 4 November 2008 (copy attached).

### 52. CHAIRMAN'S COMMUNICATIONS

### 53. PETITIONS

No petitions received by date of publication.

### 54. PUBLIC QUESTIONS

(The closing date for receipt of public questions is 12 noon on 9 December 2008).

No public questions received by date of publication.

### 55. DEPUTATIONS

(The closing date for receipt of deputations is 12 noon on 9 December 2008).

No deputations received by date of publication.

## AUDIT COMMITTEE

### 56. WRITTEN QUESTIONS FROM COUNCILLORS

No written questions have been received.

### 57. LETTERS FROM COUNCILLORS

No letters have been received.

### 58. AUDIT COMMISSION UPDATE REPORT

7 - 18

Report of the Audit Commission (copy circulated).

*Contact Officer: Grahame Brown*

*Ward Affected: All Wards*

### 59. AUDIT COMMISSION AUDIT AND INSPECTION PLAN 2008-09 - UPDATE

Oral report by representative(s) on behalf of the Audit Commission.

*Contact Officer: Grahame Brown*

*Ward Affected: All Wards*

### 60. AUDIT COMMISSION WORKFORCE PLANNING REVIEW OF PROGRESS

19 - 30

Report of the Audit Commission (copy attached).

*Contact Officer: Grahame Brown*

*Ward Affected: All Wards*

### 61. CAA/CPA USE OF RESOURCES UPDATE AND ACTIONS REPORT

31 - 44

Report of the Director of Finance & Resources (copy attached).

*Contact Officer: Nigel Manvell*

*Tel: 293104*

*Ward Affected: All Wards*

### 62. TARGETED BUDGET MANAGEMENT

45 - 82

Extract from the proceedings of the Cabinet meeting held on the 20 November 2008, together with a report of the Director of Finance & Resources (copies attached).

*Contact Officer: Martin Warren*

*Tel: 01273 291058*

*Ward Affected: All Wards*

## AUDIT COMMITTEE

### 63. AUDIT AND ASSURANCE SERVICES PROGRESS REPORT REFERENCE

Report of the Director of Finance & Resources (copy to follow).

*Contact Officer:* Ian Withers *Tel:* 29-1323  
*Ward Affected:* All Wards

### 64. ANNUAL GOVERNANCE STATEMENT ACTION PLAN

Report of the Director of Finance & Resources (copy to follow).

*Contact Officer:* Ian Withers *Tel:* 29-1323  
*Ward Affected:* All Wards

### 65. RISK AND OPPORTUNITY MANAGEMENT (ROM) UPDATE 83 - 90

Report of the Director of Finance & Resources (copy attached).

*Contact Officer:* Jackie Algar *Tel:* 29-1273  
*Ward Affected:* All Wards

#### Part Two

### 66. PART TWO MINUTES - EXEMPT CATEGORY 3 91 - 94

Non-public minutes of the meeting held on the 4 November 2008 (circulated to Members only).

### 67. PAYROLL AUDIT 2008 - EXEMPT CATEGORY 3

Report of the Director of Strategy & Governance (copy to follow; circulated to Members only).

*Contact Officer:* Shaun Rafferty *Tel:* 291290  
*Ward Affected:* All Wards

### 68. CORPORATE RISK MANAGEMENT ACTION PLANS FOCUS - EXEMPT CATEGORY 3 95 - 106

Report of the Director of Finance & Resources (circulated to Members only).

Note: Members are requested to bring their copies of the Corporate Action Plans circulated for the meeting held on 30 September 2008 with them to the meeting.

*Contact Officer:* Jackie Algar *Tel:* 29-1273  
*Ward Affected:* All Wards

## AUDIT 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 fifth working day before the meeting.

Agendas and minutes are published on the council's website [www.brighton-hove.gov.uk](http://www.brighton-hove.gov.uk). Agendas are available to view five working days prior to the meeting date.

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.

For further details and general enquiries about this meeting contact Penny Jennings, (01273 291065, email [penny.jennings@brighton-hove.gov.uk](mailto:penny.jennings@brighton-hove.gov.uk)) or email [democratic.services@brighton-hove.gov.uk](mailto:democratic.services@brighton-hove.gov.uk)

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