





Brighton & Hove  
City Council

# Audit & Standards Committee

Title:	<b>Audit &amp; Standards Committee</b>
Date:	<b>27 March 2018</b>
Time:	<b>4.00pm</b>
Venue	<b>Council Chamber, Hove Town Hall</b>
Members:	<b>Committee Members:</b> Miller (Chair), Robins (Group Spokesperson), Sykes (Group Spokesperson), Allen, Cobb, Greenbaum, Lewry, Morris, <b>Independent Members</b> Bushell (Non-Voting Co-Optee) and Horne (Non-Voting Co-Optee)
Contact:	<b>John Peel</b> Democratic Services Officer 01273 291058 john.peel@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>
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# Democratic Services: Audit & Standards Committee

Lawyer	Executive Director	Councillor Miller <i>Chair</i>	Democratic Services Officer
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OFFICERS

Councillor Allen
Councillor Morris
Councillor Robins
Dr David Horne
Diane Bushell
Officers
Officers

Councillor Cobb
Councillor Lewry
Councillor Sykes
Councillor Greenbaum
Officers
Officers
Officers

Public Speaker	Public Speaker
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Press

Public Seating

Public Seating

AGENDA

PART ONE

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**48 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.*

**49 MINUTES & ACTION LOG**

**1 - 12**

To consider the minutes of the meeting held on 8 January 2018

**50 CHAIR'S COMMUNICATIONS**

## AUDIT & STANDARDS COMMITTEE

### 51 CALL OVER

- (a) Items 54 - 60 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.

### 52 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 21 March 2018;
- (c) **Deputations:** to receive any deputations submitted by the due date of 12 noon on the 21 March 2018.

### 53 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.

### 54 STRATEGIC RISK FOCUS: SR15 NOT KEEPING CHILDREN SAFE; SR31 GREATER LIABILITY ON THE COUNCIL'S BUDGET DUE TO BUDGETARY PRESSURES ON SCHOOLS; SR24 THE IMPACT OF WELFARE REFORM INCREASES NEED AND DEMAND FOR SERVICES; AND SR29 INEFFECTIVE CONTRACT MANAGEMENT LEADS TO SUB-OPTIMAL SERVICE OUTCOME 13 - 58

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

Contact Officer: Jackie Algar

Tel: 01273 291273

Ward Affected: All Wards

### 55 HOUSING ELECTRICAL WORKS 59 - 62

Report of the Executive Director, Neighbourhoods, Communities & Housing

Contact Officer: Larissa Reed

Ward Affected: All Wards

## AUDIT & STANDARDS COMMITTEE

- 56 ERNST & YOUNG: EXTERNAL AUDIT PROGRESS REPORT** **63 - 74**  
Report of Ernst & Young
- 57 INTERNAL AUDIT PROGRESS REPORT** **75 - 86**  
Report of the Executive Director, Finance & Resources  
*Contact Officer: Mark Dallen Tel: 01273 291314*  
*Ward Affected: All Wards*
- 58 INTERNAL AUDIT AND CORPORATE FRAUD PLAN AND STRATEGY - 2018/19** **87 - 114**  
Report of the Executive Director, Finance & Resources  
*Contact Officer: Mark Dallen Tel: 01273 291314*  
*Ward Affected: All Wards*
- 59 DATA PROTECTION OFFICER DESIGNATION** **115 - 120**  
Report of the Head of Law and Monitoring Officer  
*Contact Officer: Abraham Ghebre-Ghiorghis Tel: 01273 291500*  
*Ward Affected: All Wards*
- 60 STANDARDS UPDATE** **121 - 124**  
Report of the Head of Law and Monitoring Officer  
*Contact Officer: Abraham Ghebre-Ghiorghis Tel: 01273 291500*  
*Ward Affected: All Wards*
- 61 ITEMS REFERRED FOR COUNCIL**  
To consider items to be submitted to the 19 April 2018 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*
- 62 ITEMS FOR THE NEXT MEETING**

## AUDIT & STANDARDS COMMITTEE

### PART TWO

**63 HOUSING ELECTRICAL WORKS (EXEMPT CATEGORY 3 & CATEGORY 5) 125 - 140**

Confidential appendix to Item 55 on the agenda. Report of the Executive Director, Neighbourhoods, Communities & Housing (circulated to Members only).

*Contact Officer: Larissa Reed*

*Ward Affected: All Wards*

**64 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](http://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](http://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.

For further details and general enquiries about this meeting contact John Peel, (01273 291058, email [john.peel@brighton-hove.gov.uk](mailto:john.peel@brighton-hove.gov.uk)) or email [democratic.services@brighton-hove.gov.uk](mailto:democratic.services@brighton-hove.gov.uk)

### WEBCASTING NOTICE

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Please inform staff on Reception if 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 - Monday, 19 March 2018