

**Brighton & Hove City Council**

**Audit & Standards Committee**

**4.00pm 16 April 2024**

**Council Chamber, Hove Town Hall**

**Minutes**

**Present:** Councillor West (Chair) Robinson (Opposition Spokesperson), Atkinson, Czolak, Guilmant, Meadows, Miller and Alexander

**Other Members present:** Councillors

**Part One**

**40 PROCEDURAL BUSINESS**

**41a Declarations of substitutes**

41.1 Councillor Alexander was present as substitute for Councillor Daniel.

**41b Declarations of interests**

41.2 There were none

**41c Exclusion of the press and public**

41.3 In accordance with Section 100A of the Local Government Act 1972 ("the Act"), the Committee considered whether the public should be excluded from the meeting during consideration of any item of business on the grounds that it is likely in view of the business to be transacted or the nature of the proceedings, that if members of the public were present during it, there would be disclosure to them of confidential information as defined in Section 100A (3) of the Act.

41.4 **RESOLVED** - That the press and public not be excluded from the meeting.

**41 MINUTES**

42.1 **RESOLVED** – That the minutes of the previous meeting held on 30 January 2024 be approved and signed as the correct record.

**42 CHAIR'S COMMUNICATIONS**

41.1 The Chair provided the following communications:

“I would like to thank officers and members who attended the recent training session on the internal audit process and the committee's role in giving oversight of that. I think we all found this a very helpful and informative session. Which included a very good overview of how the process works and how valuable that is to the council, but also reminded us about the committee member's role in giving oversight to the process.”

#### **43 CALL OVER**

44.1 All items were reserved for discussion.

#### **44 PUBLIC INVOLVEMENT**

No public representations were received.

#### **45 MEMBER INVOLVEMENT**

No member representations were received.

#### **46 INTERNAL AUDIT AND COUNTER FRAUD QUARTER 3 PROGRESS REPORT 2023-24**

47.1 The Committee considered a report of the Executive Director, Governance, People & Resources that provided Members with an update on all internal audit and counter fraud activity completed during quarter 3 (2023/24), including a summary of all key audit findings. The report also includes an update on the performance of the Internal Audit Service during the period.

47.2 Councillors Atkinson, Meadows, Czolak, Guilmant, Alexander, Robinson, and Miller asked questions and contributed to the debate of the report.

#### **47.3 RESOLVED-**

1) That the Audit and Standards Committee note the report.

#### **47 INTERNAL AUDIT STRATEGY AND ANNUAL AUDIT PLAN 2024-25**

48.1 The Committee considered a report of the Executive Director, Governance, People & Resources that provided Members with the Internal Audit Strategy and Annual Audit Plan for 2024/25.

48.2 Councillors Miller, Atkinson, and Robinson asked questions and contributed to the debate of the report.

#### **48.3 RESOLVED-**

1) That the Audit and Standards Committee approves the Internal Audit Strategy and Annual Audit Plan for 2024/25 and notes the Internal Audit Charter.

#### **48 STANDARDS UPDATE**

49.1 The Committee considered a report of the Executive Director, Governance, People & Resources that provided an update on Standards-related matters, including regarding complaints received in alleging that Members have breached the Code of Conduct for Members.

49.2 Councillors Meadows and Robinson and David Bradly asked questions and contributed to the debate of the report.

49.3 **RESOLVED-**

1) That the Audit and Standards Committee notes the report.

**49 ITEMS REFERRED FOR COUNCIL**

50.1 No items were referred to Full Council for information.

**50 ITEMS FOR THE NEXT MEETING**

51.1 No items were requested for the next meeting.

The meeting concluded at Time Not Specified

Signed

Chair

Dated this

day of