

# Audit, Standards & General Purposes Committee

Date: **25 June 2024**

Time: **4.00pm**

Venue **Council Chamber - Brighton Town Hall**

Members: **Councillors:** West (Chair), Guilmant (Group Spokesperson), Atkinson, Baghoth, Gauge, Grimshaw, Mackey and Meadows

**Co-optees:**

David Bradly (Independent Person), Barbara Beardwell (Independent Person) and David Gill (Independent Person)

Contact: **Grace Leonard**  
grace.leonard@brighton-hove.gov.uk  
01273 29 1065

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# AGENDA

## 1 PROCEDURAL BUSINESS

- (a) **Declarations 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 press and public. A list and description of the exempt categories is available for public inspection at Brighton and Hove Town Halls and on-line in the Constitution at part 7.1.*

## 2 MINUTES

7 - 10

To consider the minutes of the meeting held on 16 April 2024.

Contact Officer: Grace Leonard

## 3 CHAIR'S COMMUNICATIONS

#### 4 CALL OVER

- (a) Items (7-12) 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.

#### 5 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 10 AM on the 13/06/2024;
- (c) **Deputations:** to receive any deputations submitted by the due date of 10 AM on the 13/06/2024.

#### 6 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.

#### 7 CONSTITUTIONAL MATTERS

11 - 22

Contact Officer: Grace Leonard

Ward Affected: All Wards

#### 8 EXTERNAL AUDIT PLAN AND INFORMING THE AUDIT RISK ASSESSMENT 2023/24

23 - 88

Contact Officer: Nigel Manvell

Tel: 01273 293104

Ward Affected: All Wards

#### 9 INTERNAL AUDIT ANNUAL REPORT AND OPINION 2023-24

89 - 120

Contact Officer: Carolyn Sheehan

Ward Affected: All Wards

**10 COUNTER FRAUD ANNUAL REPORT 2023-24 121 - 132**

Contact Officer: Carolyn Sheehan  
Ward Affected: All Wards

**11 FORMAL APPROVAL OF THE ANNUAL GOVERNANCE STATEMENT 2023-2024 133 - 180**

Contact Officer: Luke Hamblin Tel: 01273 291496  
Ward Affected: All Wards

**12 STANDARDS UPDATE 181 - 188**

Contact Officer: Victoria Simpson Tel: 01273 294687

**13 ITEMS REFERRED FOR COUNCIL**

- (1) To consider items to be submitted to a relevant Committee for information.
- (2) To consider items to be submitted to full Council 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*

**14 ITEMS FOR THE NEXT MEETING**

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 10 AM on the eighth working day before the meeting.

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.

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.

### **FURTHER INFORMATION**

For further details and general enquiries about this meeting contact Grace Leonard, (01273 29 1065, email) or email [democratic.services@brighton-hove.gov.uk](mailto:democratic.services@brighton-hove.gov.uk)

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Therefore, by entering the meeting room and using the seats in the chamber you are deemed to be consenting to being filmed and to the possible use of those images and sound recordings for the purpose of web casting and/or Member training. If members of the public do not wish to have their image captured, they should sit in the public gallery area.

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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.

### **FIRE / EMERGENCY EVACUATION PROCEDURE**

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- 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.

