Brighton & Hove City Council

Audit, Standards & General Purposes Committee

Date:	**28 January 2025**
Time:	**4.00pm**
Venue	**Council Chamber, Hove 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

PART ONE **Page**

28 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.

29 MINUTES **7 - 12**

To consider the minutes of the meeting held on 24 September 2024.

Contact Officer: *Grace Leonard*
Ward Affected: *All Wards*

30 CHAIR'S COMMUNICATIONS

31 CALL OVER

(a) Items (34-39) 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.

32 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 16 January 2025;

(c) **Deputations:** to receive any deputations submitted by the due date of 10 am on the 16 January 2025.

33 MEMBER INVOLVEMENT **13 - 14**

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.

34 EXTERNAL AUDITOR'S ANNUAL REPORT 2023-24 **15 - 66**

Contact Officer: Jane Strudwick Tel: 01273 291255
Ward Affected: All Wards

35 ANNUAL SURVEILLANCE REPORT 2024 **67 - 108**

Contact Officer: Jim Whitelegg Tel: 01273 292438
Ward Affected: All Wards

36 INTERNAL AUDIT AND COUNTER FRAUD QUARTER 2 PROGRESS REPORT 2024-25 **109 - 128**

Contact Officer: Carolyn Sheehan
Ward Affected: All Wards

37 CHANGES TO CONTRACT STANDING ORDERS **129 - 202**

Contact Officer: Nigel Manvell Tel: 01273 293104
Ward Affected: All Wards

38 CODE OF CORPORATE GOVERNANCE AND RISK MANAGEMENT FRAMEWORK **203 - 286**

Contact Officer: Jenny Garlick
Ward Affected: All Wards

39 STANDARDS UPDATE - ANNUAL REVIEW **287 - 300**

Contact Officer: Victoria Simpson Tel: 01273 294687
Ward Affected: All Wards

40 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

41 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

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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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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:

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