





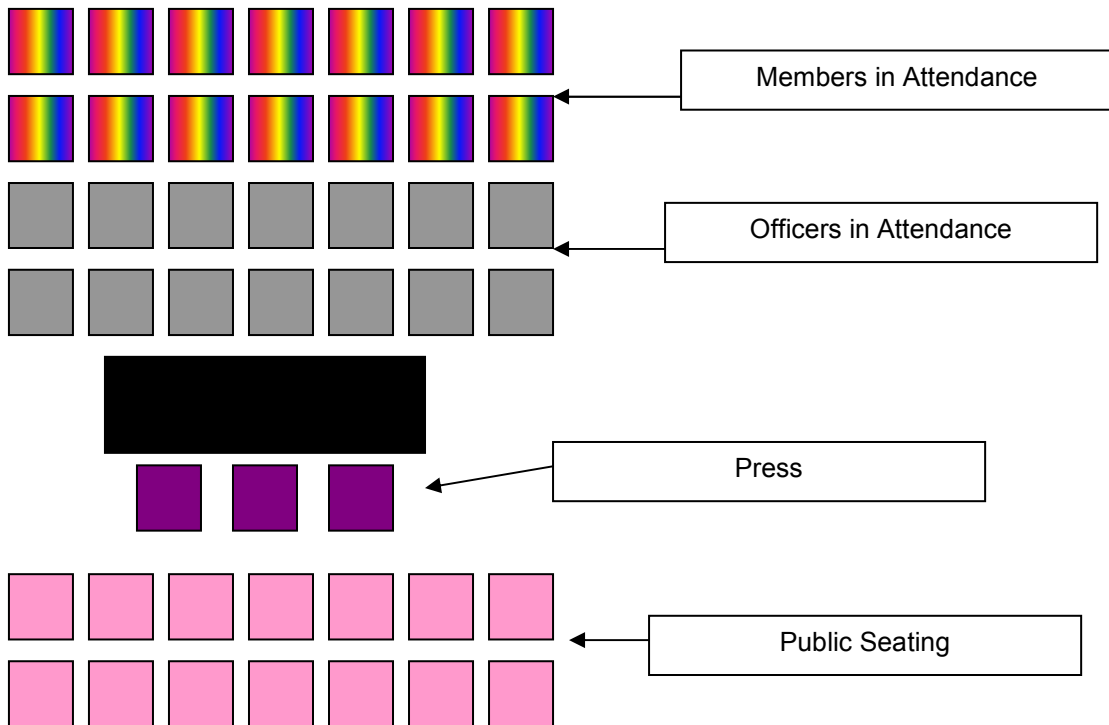
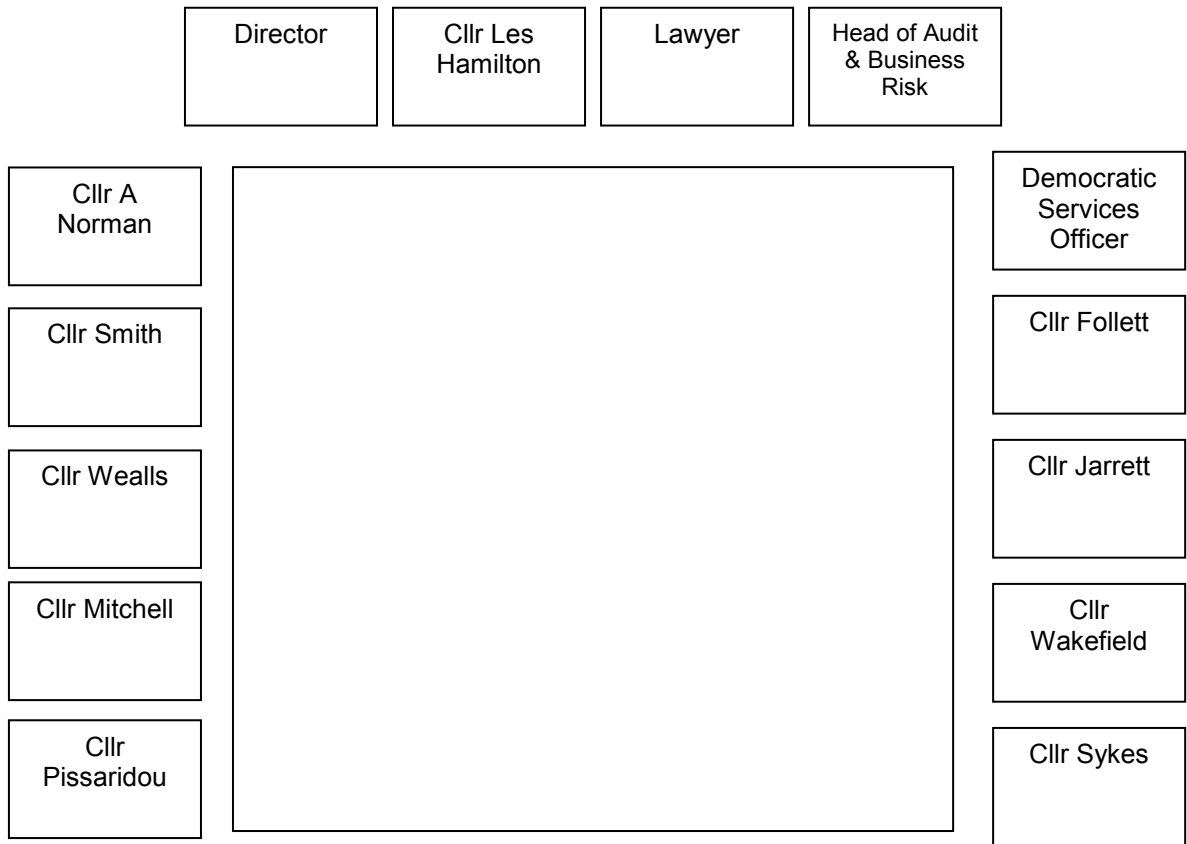
**Brighton & Hove  
City Council**

# Audit Committee

Title:	<b>Audit Committee</b>
Date:	<b>21 February 2012</b>
Time:	<b>4.00pm</b>
Venue	<b>Committee Room 1, Hove Town Hall</b>
Members:	<b>Councillors:</b> Hamilton (Chair), Follett (Deputy Chair), Jarrett, Mitchell, A Norman, Pissaridou, Smith, Sykes, Wakefield and Wealls
Contact:	<b>John Peel</b> Democratic Services Officer 01273 291058 john.peel@brighton-hove.gov.uk

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# Democratic Services: Meeting Layout



## AGENDA

### 56. 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.*

### 57. MINUTES OF THE PREVIOUS MEETING

1 - 8

Minutes of the meeting held on 20 December 2011 (copy attached).

### 58. CHAIR'S COMMUNICATIONS

### 59. PETITIONS

No petitions received by date of publication.

### 60. PUBLIC QUESTIONS

(The closing date for receipt of public questions is 12 noon on 14 February 2012)

No public questions received by date of publication.

### 61. DEPUTATIONS

(The closing date for receipt of deputations is 12 noon on 14 February 2012)

No deputations received by date of publication.

## AUDIT COMMITTEE

### 62. LETTERS FROM COUNCILLORS

No letters have been received.

### 63. WRITTEN QUESTIONS FROM COUNCILLORS

No written questions have been received.

### 64. TARGETED BUDGET MANAGEMENT (TBM) MONTH 9 - FOR INFORMATION 9 - 54

Report of the Director of Finance (copy attached).

Contact Officer: Jeff Coates Tel: 29-2364

### 65. REVIEW OF THE EFFECTIVENESS OF THE AUDIT COMMITTEE 55 - 62

Report of the Director of Finance (copy attached).

Contact Officer: Catherine Vaughan, Ian Withers Tel: 29-1333, Tel: 29-1323

### 66. AUDIT COMMISSION: PROGRESS REPORT 2011/12 63 - 78

Report of the Audit Commission (copy attached).

### 67. AUDIT COMMISSION: CERTIFICATION OF CLAIMS AND RETURNS - ANNUAL REPORT 2010/11 79 - 92

Report of the Audit Commission (copy attached).

### 68. INTERNAL AUDIT PROGRESS REPORT 2011/12 93 - 100

Report of the Director of Finance (copy attached).

Contact Officer: Ian Withers Tel: 29-1323

### 69. RISK MANAGEMENT STRATEGY 2012 101 - 116

Report of the Director of Finance (copy attached).

Contact Officer: Jackie Algar Tel: 29-1273

### 70. CURRENT FRAUD RISKS AND BRIGHTON & HOVE CITY COUNCIL COUNTER FRAUD PROGRAMME (VERBAL PRESENTATION)

Report of the Director of Finance

Contact Officer: Ian Withers Tel: 29-1323

## PART TWO

### 71. PART TWO MINUTES OF THE PREVIOUS MEETING (EXEMPT-CATEGORY 3) 117 - 120

## AUDIT COMMITTEE

Part Two minutes of the previous meeting held on 20 December 2012 (copy attached).

### **72. STRATEGIC RISK MANAGEMENT ACTION PLAN FOCUS- STRATEGIC RISK 1 READINESS FOR OPPORTUNITIES & IMPACTS OF LOCALISM (SR1) (EXEMPT- CATEGORY 3)**

Report of the Director of Finance (verbal update).

*Contact Officer: Jackie Algar* *Tel: 29-1273*

### **73. INTERNAL AUDIT REVIEW OF PAYROLL (EXEMPT CATEGORY 3)**

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

*Contact Officer: Ian Withers* *Tel: 29-1323*

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 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)

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