



Brighton & Hove  
City Council

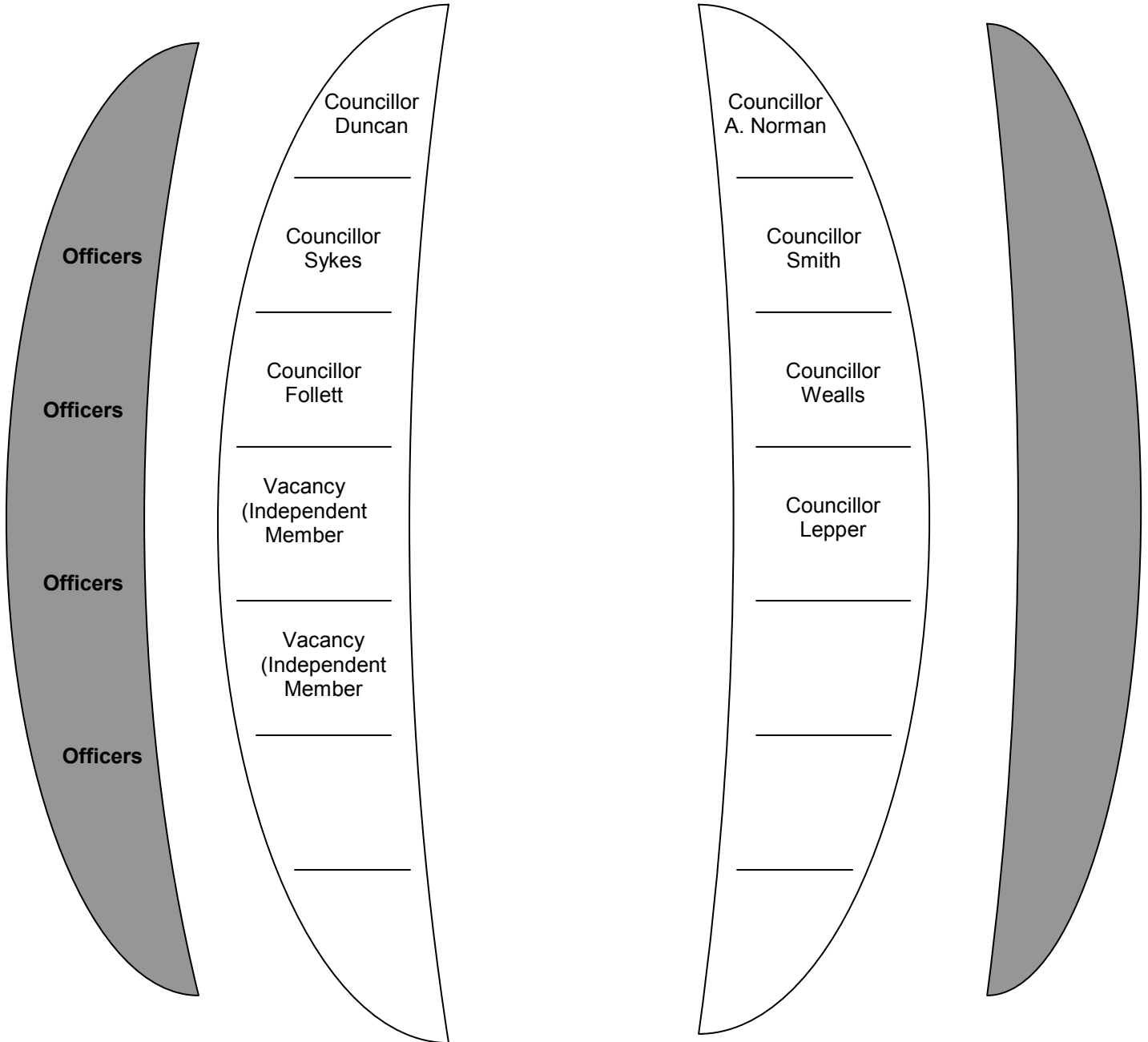
# Audit & Standards Committee

Title:	<b>Audit &amp; Standards Committee</b>
Date:	<b>25 September 2012</b>
Time:	<b>4.00pm</b>
Venue	<b>Council Chamber, Hove Town Hall</b>
Members:	<b>Councillors:</b> Hamilton (Chair), A Norman (Opposition Spokesperson), Duncan, Follett, Lepper, Smith, Sykes and Wealls <b>Co-opted Members:</b> Vacant (2)
Contact:	<b>Ross Keatley</b> Democratic Services Officer 01273 291064 ross.keatley@brighton-hove.gov.uk

	The Town Hall has facilities for wheelchair users, including lifts and toilets
	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.
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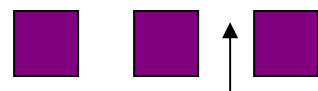
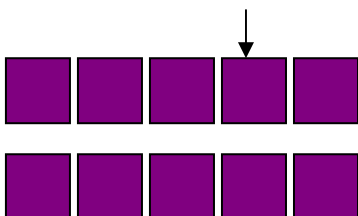
# Democratic Services: Audit & Standards Committee

Head of Law	Councillor Hamilton Chair	Acting Director of Finance	Democratic Services Officer
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Presenting Officer	Presenting Office
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Public Seating



Press

## AGENDA

### 25. 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 not registered on the register of 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.*

### 26. MINUTES

1 - 8

To consider the minutes of the meeting held on 26 June 2012 (copy attached).

### 27. CHAIR'S COMMUNICATIONS

## AUDIT & STANDARDS COMMITTEE

### 28. 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 18 September 2012;
- (c) **Deputations:** to receive any deputations submitted by the due date of 12 noon on the 18 September 2012.

### 29. 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.

## STANDARDS ITEMS

### 30. ARRANGEMENTS FOR THE REGISTER OF MEMBERS INTERESTS

(verbal update).

*Ward Affected: All Wards*

### 31. COMPLAINTS PROCEDURE

9 - 18

Report of the Monitoring Officer (copy attached).

*Contact Officer: Brian Foley Tel: 291229*

*Ward Affected: All Wards*

### 32. COMPLAINTS UPDATE

19 - 24

Report of the Monitoring Officer (copy attached).

*Contact Officer: Brian Foley Tel: 291229*

*Ward Affected: All Wards*

### 33. ROTTINGDEAN PARISH COUNCIL: ADOPTION OF NEW CODE OF CONDUCT

25 - 36

Report of the Monitoring Officer (copy attached).

*Contact Officer: Oliver Dixon Tel: 29-1512*

*Ward Affected: Rottingdean Coastal*

## AUDIT & STANDARDS COMMITTEE

### AUDIT ITEMS

- 34. AUDIT COMMISSION: ANNUAL GOVERNANCE REPORT 2011/12** 37 - 86  
Report of the Audit Commission (copy attached).  
*Ward Affected: All Wards*
- 35. STATEMENT OF ACCOUNTS 2011/12** 87 - 106  
Report of the Director of Finance (copy attached).  
*Contact Officer: Jane Strudwick Tel: 01273 291255*  
*Ward Affected: All Wards*
- 36. TARGETED BUDGET MANAGEMENT 2012/13 MONTH 2** 107 - 154  
Report of the Director of Finance (copy attached).  
*Contact Officer: Nigel Manvell Tel: 29-3104*  
*Ward Affected: All Wards*
- 37. INTERNAL AUDIT PROGRESS REPORT** 155 - 160  
Report of the Director of Finance (copy attached).  
*Contact Officer: Ian Withers Tel: 29-1323*  
*Ward Affected: All Wards*
- 38. FIGHTING FRAUD LOCALLY** 161 - 180  
Report of the Director of Finance (copy attached).  
*Contact Officer: Ian Withers Tel: 29-1323*  
*Ward Affected: All Wards*
- 39. ITEMS REFERRED FOR COUNCIL**  
To consider items to be submitted to the 25 October 2012  
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*

## AUDIT & STANDARDS COMMITTEE

### PART TWO

**40. PART TWO MINUTES** **181 - 184**

To consider the part two minutes of the meeting held on 26 June 2012 (copy attached).

**41. COMPLAINTS UPDATE (SEPTEMBER 2012) (EXEMPT CATEGORY 1)** **185 - 192**

Report of the Monitoring Officer (copy attached).

*Contact Officer:* Brian Foley *Tel:* 291229

*Ward Affected:* All Wards

**42. STRATEGIC RISK MANAGEMENT ACTION PLAN FOCUS – SR4, 5 AND 8** **193 - 200**

Report of the Director Finance (copy attached).

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

*Ward Affected:* All Wards

**43. 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.

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.

#### WEBCASTING NOTICE

This meeting may be filmed for live or subsequent broadcast via the Council's website. At the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.

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## AUDIT & STANDARDS COMMITTEE

Therefore by entering the meeting room and using the seats around the meeting tables 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.

If you have any queries regarding this, please contact the Head of Democratic Services or the designated Democratic Services Officer listed on the agenda.

For further details and general enquiries about this meeting contact Ross Keatley, (01273 291064, email [ross.keatley@brighton-hove.gov.uk](mailto:ross.keatley@brighton-hove.gov.uk)) or email [democratic.services@brighton-hove.gov.uk](mailto:democratic.services@brighton-hove.gov.uk).

Date of Publication - Monday, 17 September 2012