





**Brighton & Hove  
City Council**

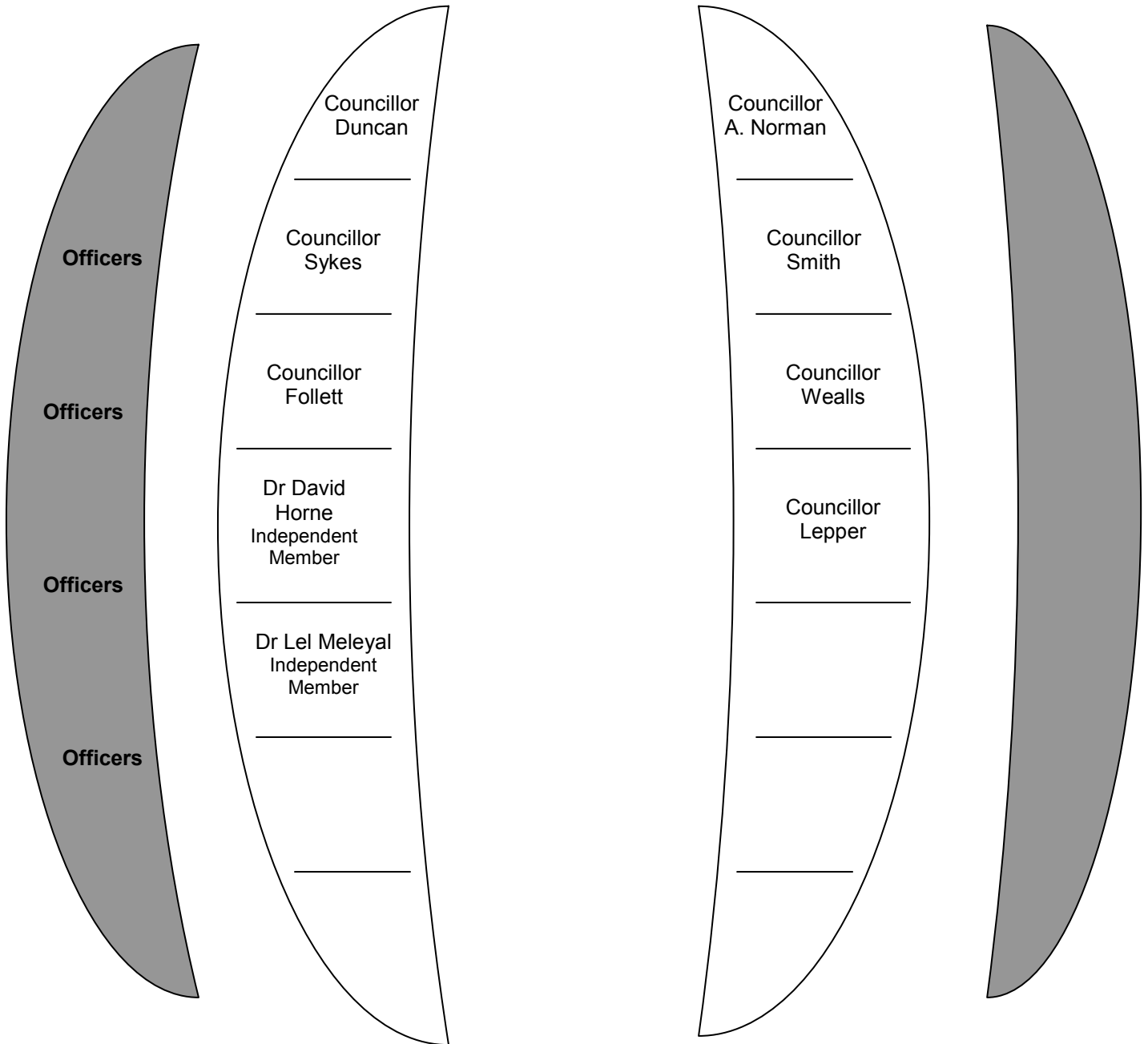
# Audit & Standards Committee

Title:	<b>Audit &amp; Standards Committee</b>
Date:	<b>22 January 2013</b>
Time:	<b>4.00pm</b>
Venue	<b>Council Chamber, Hove Town Hall</b>
Members:	<p><b>Councillors:</b> Hamilton (Chair), A Norman (Opposition Spokesperson), Duncan, Follett, Lepper, Smith, Sykes and Wealls</p> <p><b>Co-opted Members:</b> Dr David Horne and Dr Lel Meleyal</p>
Contact:	<p><b>Ross Keatley</b> Democratic Services Officer 01273 291064 ross.keatley@brighton-hove.gov.uk</p>

	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.
	<p><b>FIRE / EMERGENCY EVACUATION PROCEDURE</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>• You should proceed calmly; do not run and do not use the lifts;</li> <li>• Do not stop to collect personal belongings;</li> <li>• Once you are outside, please do not wait immediately next to the building, but move some distance away and await further instructions; and</li> <li>• Do not re-enter the building until told that it is safe to do so.</li> </ul>

# Democratic Services: Audit & Standards Committee

Head of Law	Councillor Hamilton Chair	Director of Finance	Democratic Services Officer
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Councillor Duncan

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Councillor Sykes

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Councillor Follett

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Dr David Horne  
Independent Member

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Dr Lel Meyleal  
Independent Member

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Councillor A. Norman

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Councillor Smith

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Councillor Wealls

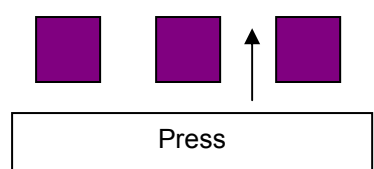
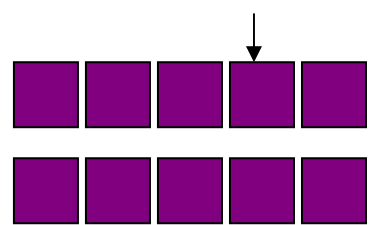
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Councillor Lepper

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Presenting Officer	Presenting Office
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Public Seating



## AGENDA

### 61. 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.*

### 62. MINUTES

1 - 6

To consider the minutes of the meeting held on 20 November 2012 (copy attached).

### 63. CHAIR'S COMMUNICATIONS

## AUDIT & STANDARDS COMMITTEE

### 64. 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 15 January 2013;
- (c) **Deputations:** to receive any deputations submitted by the due date of 12 noon on the 15 January 2013.

### 65. 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.

### 66. DATE OF NEXT MEETING

Proposal to move the date of the next meeting to 4 p.m. Tuesday 16 April 2013.

## STANDARDS ITEMS

### 67. STANDARDS UPDATE

7 - 14

Report of the Monitoring Officer (copy attached).

*Contact Officer:* Abraham Ghebre-  
Ghiorghis, Brian Foley *Tel:* 29-1500, *Tel:*  
291229  
*Ward Affected:* All Wards

### 68. MANAGING CONFIDENTIAL INFORMATION

To Follow

Report of the Monitoring Officer (to follow).

*Contact Officer:* Elizabeth Culbert *Tel:* 29-1515  
*Ward Affected:* All Wards

## AUDIT ITEMS

### 69. ERNST & YOUNG: PROGRESS REPORT 2012/13

15 - 24

Report of Ernst & Young (copy attached).

*Contact Officer:* Simon Mathers *Tel:* 07776 493851  
*Ward Affected:* All Wards

## AUDIT & STANDARDS COMMITTEE

- 70. ERNST & YOUNG FEE LETTER 2012-13** **25 - 32**  
Report of the Director of Finance (copy attached).  
*Contact Officer:* Catherine Vaughan *Tel:* 29-1333  
*Ward Affected:* All Wards
- 71. ERNST & YOUNG 2011/12 ANNUAL CERTIFICATION REPORT** **33 - 44**  
Report of Ernst & Young (copy attached).  
*Contact Officer:* Helen Thompson *Tel:* 023 8038 2099  
*Ward Affected:* All Wards
- 72. ANNUAL GOVERNANCE STATEMENT 2011/12 - ACTION PLAN PROGRESS** **45 - 54**  
Report of the Director Finance (copy attached).  
*Contact Officer:* Ian Withers *Tel:* 29-1323  
*Ward Affected:* All Wards
- 73. INTERNAL AUDIT PROGRESS REPORT 2012/13** **55 - 60**  
Report of the Director of Finance (copy attached).  
*Contact Officer:* Ian Withers *Tel:* 29-1323  
*Ward Affected:* All Wards
- 74. DELIVERING GOOD GOVERNANCE IN LOCAL GOVERNMENT** **61 - 66**  
Report of the Director of Finance (copy attached).  
*Contact Officer:* Ian Withers *Tel:* 29-1323  
*Ward Affected:* All Wards
- 75. TARGETED BUDGET MANAGEMENT (TBM) 2012/13 MONTH 7** **67 - 116**  
Report of the Director of Finance (copy attached).  
*Contact Officer:* Nigel Manvell, Jeff Coates *Tel:* 29-3104, *Tel:* 29-2364  
*Ward Affected:* All Wards
- 76. TREASURY MANAGEMENT POLICY STATEMENT (INCORPORATING THE ANNUAL INVESTMENT STRATEGY) 2012/13 - MID YEAR REVIEW** **117 - 138**  
Report of the Director of Finance (copy attached).  
*Contact Officer:* Peter Sargent *Tel:* 29-1241  
*Ward Affected:* All Wards

## AUDIT & STANDARDS COMMITTEE

### 77. STRATEGIC RISK MAP FOCUS - SR10 INFORMATION GOVERNANCE MANAGEMENT 139 - 144

Report of the Director of Finance (copy attached).

Contact Officer: Jackie Algar Tel: 29-1273  
Ward Affected: All Wards

### 78. STRATEGIC RISK MANAGEMENT ACTION PLAN FOCUS – SR6 SAFEGUARDING VULNERABLE MEMBERS OF OUR COMMUNITY 145 - 148

Report of the Director of Finance (copy attached).

Contact Officer: Jackie Algar Tel: 29-1273  
Ward Affected: All Wards

### 79. ITEMS REFERRED FOR COUNCIL

To consider items to be submitted to the 31 January 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.*

## PART TWO

### 80. PART TWO MINUTES 149 - 152

To consider the part two minutes of the meeting held on 20 November 2012 (copy attached).

### 81. 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.

## AUDIT & STANDARDS COMMITTEE

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.

You should be aware that the Council is a Data Controller under the Data Protection Act 1988. Data collected during this web cast will be retained in accordance with the Council's published policy (Guidance for Employees' on the BHCC website).

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, 14 January 2013