





Brighton & Hove
City Council

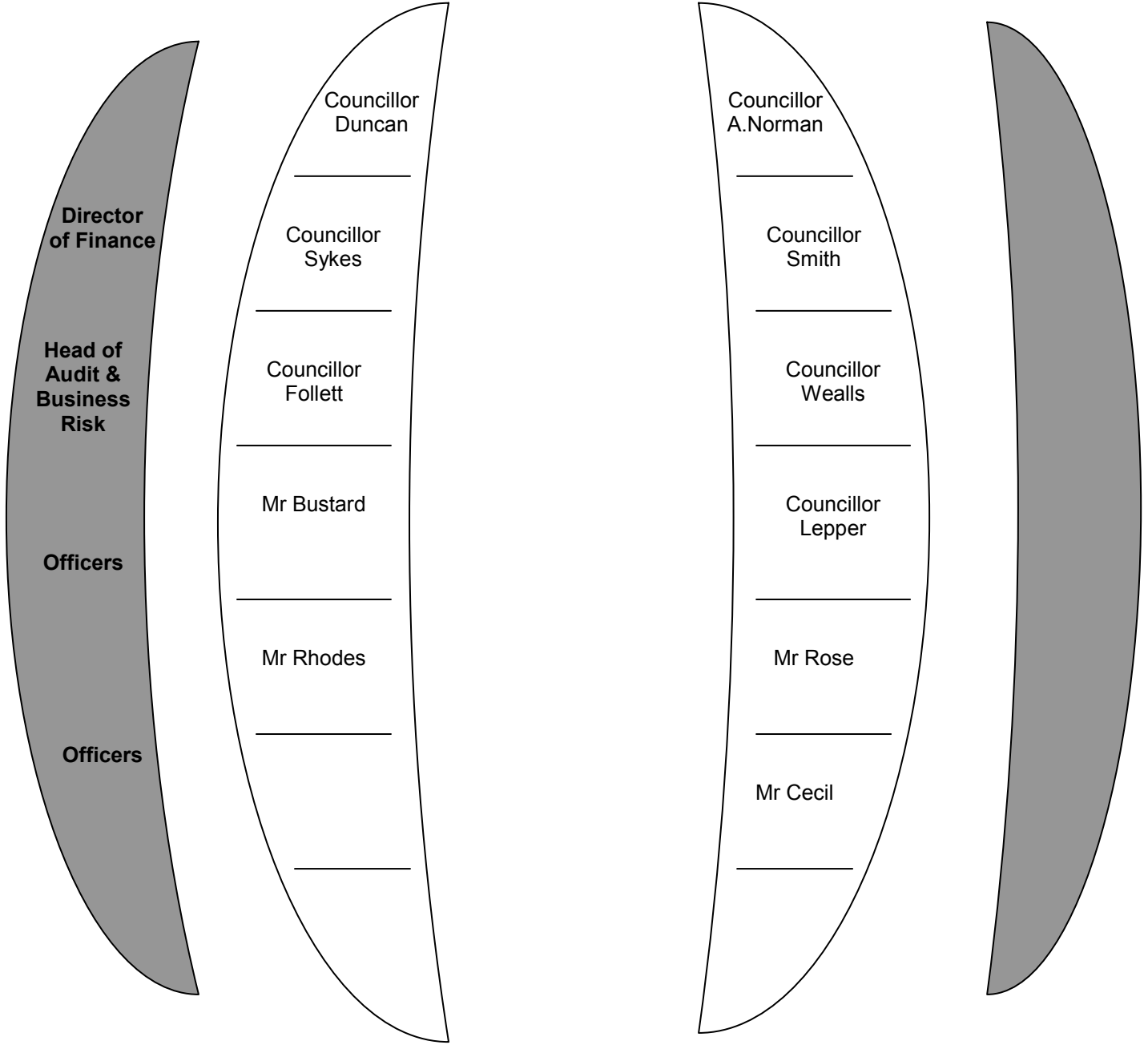
Audit & Standards Committee

Title:	Audit & Standards Committee
Date:	26 June 2012
Time:	4.00pm
Venue	Council Chamber, Hove Town Hall
Members:	Councillors: Hamilton (Co-Chair), Wilkinson (Co-Chair), A Norman (Opposition Spokesperson), Duncan, Follett, Lepper, Smith, Sykes & Wealls Independent Members: Dr M Wilkinson (Co-Chair), Mr P Cecil and Mr Peter Rose Rottingdean Parish Council Representatives: Mr J Bustard and Mr G Rhodes Co-opted Members:
Contact:	Ross Keatley 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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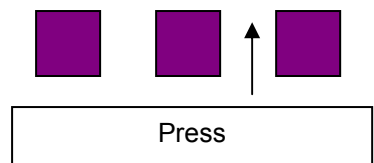
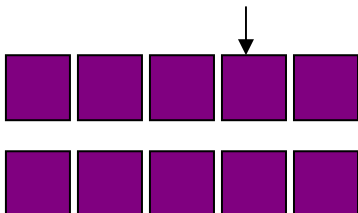
Democratic Services: Audit & Standards Committee

Head of Law	Councillor Hamilton Co-Chair	Dr M. Wilkinson Co-Chair	Democratic Services Officer
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Presenting Officer	Presenting Office
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Public Seating



AGENDA

1. 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** – Statements by all Members present of any personal interests in matters on the agenda, outlining 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 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.

2. MINUTES OF DECOMMISSIONED COMMITTEES 1 - 10

(a) Minutes of the Standards Committee held on 17 April 2012 (attached for information)

(b) Minutes of the Audit Committee held on 24 April 2012 (attached for information)

3. CHAIR'S COMMUNICATIONS

4. TERMS OF REFERENCE 11 - 14

Attached for information.

5. COMMITTEE START TIMES

6. PUBLIC INVOLVEMENT

To consider the following matters raised by members of the public:

(a) **Petitions:** to receive any petitions presented to the full council

AUDIT & STANDARDS COMMITTEE

or at the meeting itself;

- (b) **Written Questions:** to receive any questions submitted by the due date of 12 noon on 20 June 2012,
- (c) **Deputations:** to receive any deputations submitted by the due date of 12 noon on 20 June 2012.

7. ISSUES RAISED BY COUNCILLORS

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.

8. WORK PLAN FOR AUDIT & STANDARDS COMMITTEE 15 - 22

Report of the Director of Finance (copy attached)

Contact Officer: Ian Withers *Tel: 29-1323*
Ward Affected: All Wards

STANDARDS ITEMS

9. COMPLAINTS UPDATE (JUNE 2012) 23 - 28

Report of the Monitoring Officer (copy attached)

Contact Officer: Brian Foley *Tel: 291229*

10. STANDARDS UPDATE

Report of the Monitoring Officer (report to follow)

Contact Officer: Elizabeth Culbert *Tel: 29-1515*

AUDIT ITEMS

11. TARGETED BUDGET MANAGEMENT (TBM) PROVISIONAL OUTTURN 2011/12 29 - 84

Extract from Policy & Resources Committee 14 June 2012 (to follow)

Report of the Director of Finance (copy attached)

Contact Officer: Nigel Manvell *Tel: 29-3104*
Ward Affected: All Wards

AUDIT & STANDARDS COMMITTEE

- 12. UNAUDITED STATEMENT OF ACCOUNTS 2011/12** **85 - 92**
Report of the Director of Finance (report attached, statements to follow)
- 13. REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT 2012/13** **93 - 102**
Report of the Director of Finance (copy attached)
Contact Officer: Ian Withers Tel: 29-1323
Ward Affected: All Wards
- 14. AUDIT COMMISSION: PROGRESS REPORT 2012/13**
Report of the Audit Commission (to follow)
- 15. AUDIT COMMITTEE ANNUAL REPORT 2011/12** **103 - 116**
Report of the Director of Finance (copy attached)
Contact Officer: Ian Withers Tel: 29-1323
Ward Affected: All Wards
- 16. RISK MANAGEMENT PROGRAMMES - 2011/12 (OUTCOME) AND 2012/13 (PLANNED)** **117 - 126**
Report of the Director of Finance (copy attached)
Contact Officer: Jackie Algar Tel: 29-1273
Ward Affected: All Wards
- 17. INTERNAL AUDIT ANNUAL REPORT AND OPINION 2011/12**
Report of the Director of Finance (to follow)
Contact Officer: Ian Withers Tel: 29-1323
Ward Affected: All Wards
- 18. STRATEGIC RISK REGISTER** **127 - 142**
Report of the Director of Finance (copy attached)
Contact Officer: Jackie Algar Tel: 29-1273
Ward Affected: All Wards
- PART TWO**
- 19. PART TWO MINUTES OF DECOMMISSIONED COMMITTEES** **143 - 146**
Part two minutes of the Audit Committee held on 24 April 2012 (attached for information)

AUDIT & STANDARDS COMMITTEE

20. I360

To Follow

Report of the Director of Finance (to follow)

Contact Officer: Mark Dallen

Tel: 29- 1314

Ward Affected: All Wards

21. STRATEGIC RISK MANAGEMENT ACTION PLANS FOCUS

147 - 162

Report of the Director of Finance (copy attached)

Contact Officer: Jackie Algar

Tel: 29-1273

Ward Affected: All Wards

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. 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.

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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) or email democratic.services@brighton-hove.gov.uk.

AUDIT & STANDARDS COMMITTEE

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