





**Brighton & Hove
City Council**

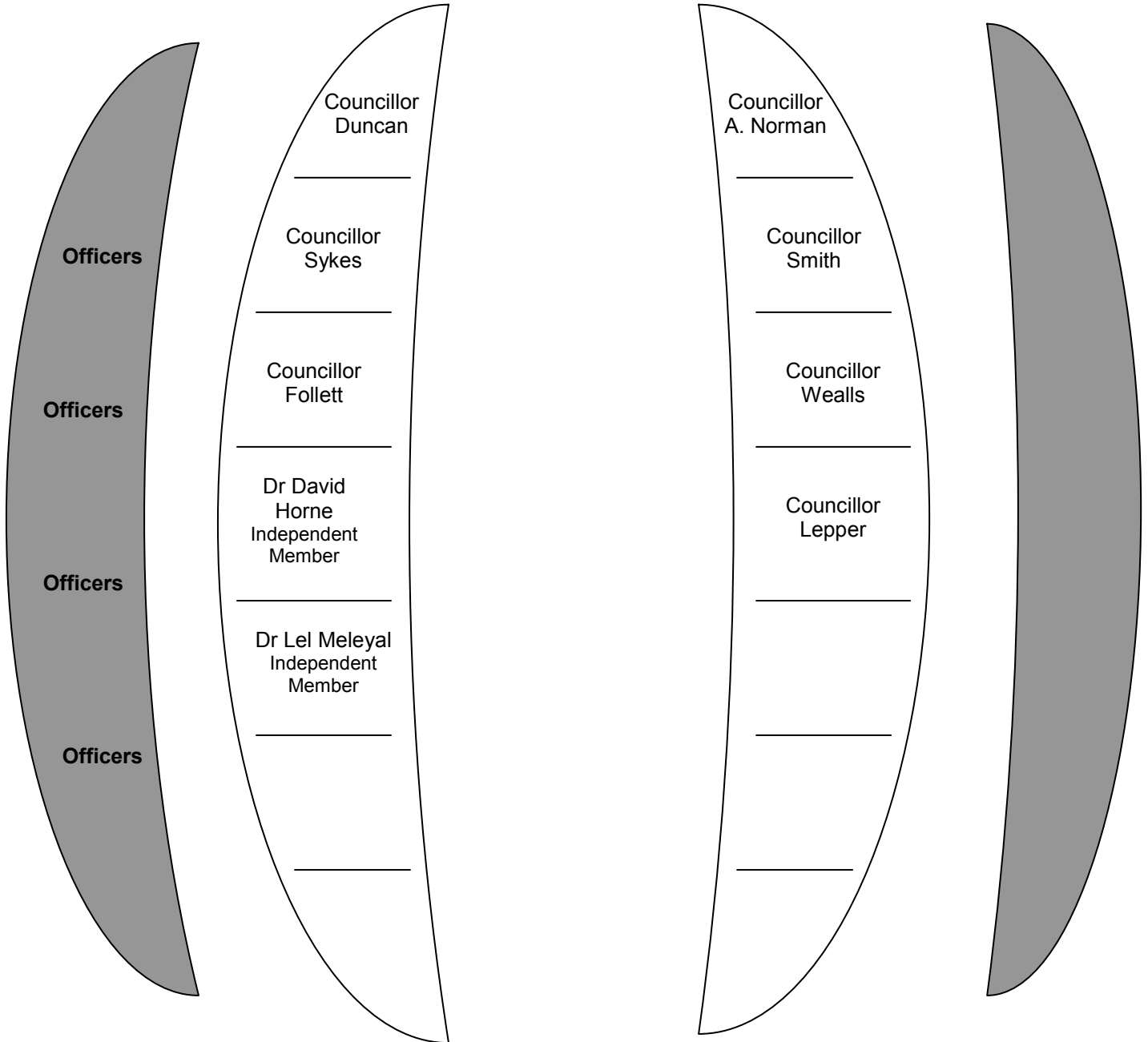
Audit & Standards Committee

Title:	Audit & Standards Committee
Date:	20 November 2012
Time:	4.00pm
Venue	Council Chamber, Hove Town Hall
Members:	<p>Councillors: Hamilton (Chair), A Norman (Opposition Spokesperson), Duncan, Follett, Lepper, Smith, Sykes and Wealls</p> <p>Co-opted Members: Dr David Horne and Dr Lel Meleyal</p>
Contact:	<p>Ross Keatley 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>FIRE / EMERGENCY EVACUATION PROCEDURE</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"> • You should proceed calmly; do not run and do not use the lifts; • Do not stop to collect personal belongings; • Once you are outside, please do not wait immediately next to the building, but move some distance away and await further instructions; and • Do not re-enter the building until told that it is safe to do so.

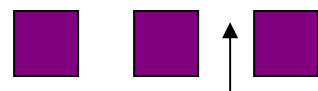
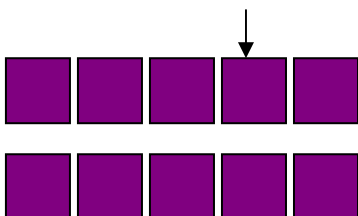
Democratic Services: Audit & Standards Committee

Head of Law	Councillor Hamilton Chair	Acting Director of Finance	Democratic Services Officer
-------------	---------------------------	----------------------------	-----------------------------



Presenting Officer	Presenting Officer
--------------------	--------------------

Public Seating



Press

AGENDA

44. 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.

45. MINUTES

1 - 8

To consider the minutes of the meeting held on 25th September 2012 (copy attached).

46. CHAIR'S COMMUNICATIONS

47. 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 13 November 2012;
- (c) Deputations:**
 - (i) To receive a deputation referred from Council on the 25th October 2012, concerning Gill's Home and Garden Regarding Exercise of Power by Elected Officials – Lead Petitioner, Mr. Adam Campbell.
 - (ii) To receive any deputations submitted by the due date of 12 noon on the 13 November 2012; or any referred from Council on the 25 October 2012.

48. 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

49. COMPLAINTS UPDATE

9 - 12

Report of the Monitoring Officer (copy attached).

Contact Officer: *Brian Foley*

Tel: 291229

Ward Affected: *All Wards*

AUDIT & STANDARDS COMMITTEE

AUDIT ITEMS

50. HR/PAYROLL SYSTEM

Verbal Update on Progress from the Head of HR Strategy Policy & Projects.

Contact Officer: Katie Ogden *Tel:* 29-1299
Ward Affected: All Wards

51. EXTERNAL AUDIT REPORT

Verbal Update on Progress from External Auditor.

Contact Officer: Simon Mathers, Ernst &
Young
Ward Affected: All Wards

52. AUDIT COMMISSION: ANNUAL AUDIT LETTER 2011/12 13 - 16

Report of the Acting Director of Finance, together with the Annual Audit Letter (copies attached).

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

53. INTERNAL AUDIT PROGRESS REPORT 2012/13 17 - 22

Report of the Acting Director of Finance (copy attached).

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

54. TARGETED BUDGET MANAGEMENT (TBM) 2012/13 MONTH 5 23 - 82

Report of the Acting Director of Finance (copy attached).

Contact Officer: Nigel Manvell, *Tel:* 29-3104,
Jeff Coates *Tel:* 29-2364
Ward Affected: All Wards

55. STRATEGIC RISK REGISTER UPDATE 83 - 96

Report of the Acting Director of Finance (copy attached).

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

56. ITEMS REFERRED FOR COUNCIL

To consider items to be submitted to the 13 December 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

AUDIT & STANDARDS COMMITTEE

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

57. PART TWO MINUTES - EXEMPT CATEGORY 3 97 - 100

To consider the part two minutes of the meeting held on 25th September 2012 (circulated to Members only).

Contact Officer: Ross Keatley Tel: 291064

Ward Affected: All Wards

58. STRATEGIC RISK MANAGEMENT ACTION PLAN REPORT - 101 - 114 EXEMPT CATEGORY 3

Report of the Acting Director of Finance (circulated to Members only).

Contact Officer: Jackie Algar Tel: 29-1273

Ward Affected: All Wards

59. STRATEGIC RISK MAP FOCUS – SR2 FINANCIAL OUTLOOK - EXEMPT CATEGORY 3

Verbal report from the Acting Director of Finance.

Contact Officer: Jackie Algar Tel: 29-1273

Ward Affected: All Wards

60. 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. Agendas are available to view five working days prior to the meeting date.

AUDIT & STANDARDS COMMITTEE

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.

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.

Date of Publication – Monday 12th November 2012