





Brighton & Hove
City Council

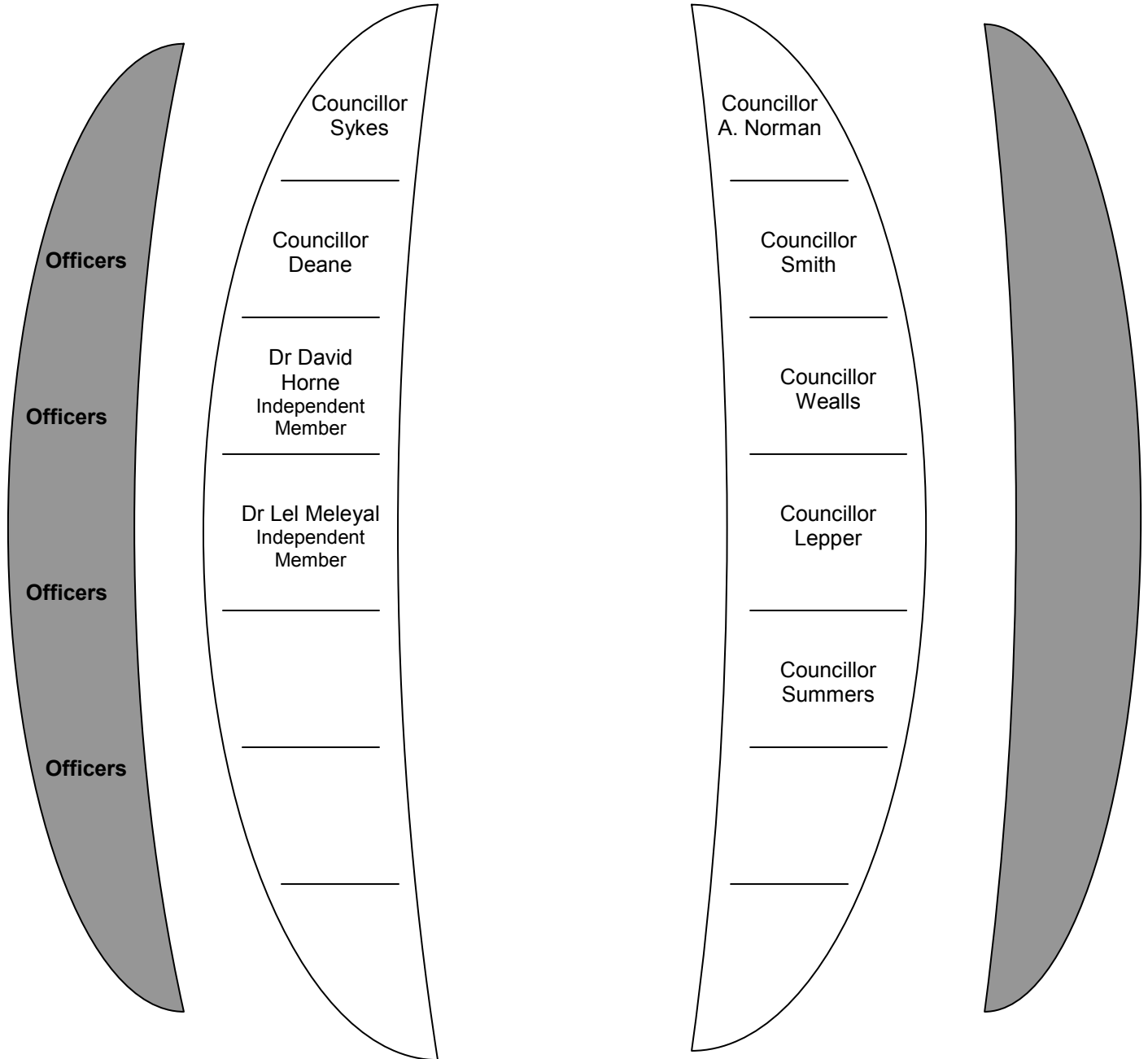
Audit & Standards Committee

Title:	Audit & Standards Committee
Date:	25 June 2013
Time:	4.00pm
Venue	Council Chamber, Hove Town Hall
Members:	Councillors: Hamilton (Chair), A Norman (Opposition Spokesperson), Deane, Lepper, Smith, Summers, Sykes and Wealls Co-opted Members: Dr David Horne and Dr Lel Meleyal
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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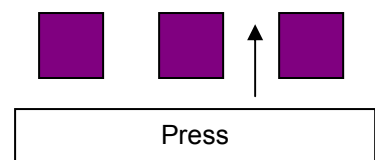
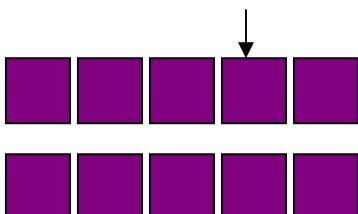
Democratic Services: Audit & Standards Committee

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



AGENDA

1. PROCEDURAL BUSINESS

(a) 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.

(b) 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

1 - 12

To consider the minutes of the meeting held on 16 April 2013 (copy attached).

Ward Affected: All Wards

3. CHAIR'S COMMUNICATIONS

4. PUBLIC INVOLVEMENT

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

AUDIT & STANDARDS COMMITTEE

- (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 June 2013;
- (c) **Deputations:** to receive any deputations submitted by the due date of 12 noon on the 18 June 2013.

5. 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.

6. AUDIT & STANDARDS COMMITTEE WORK PROGRAMME 2013/14 13 - 20

Reports of the Executive Director of Finance & Resources and the Head of Legal & Democratic Services (copy attached).

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

7. AUDIT & STANDARDS COMMITTEE ANNUAL REPORT 2012/13 21 - 36

Report of the Executive Director of Finance & Resources and the Head of the Legal & Democratic Services (copy attached).

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

8. SUBSTITUTION ON AUDIT & STANDARDS COMMITTEE 37 - 42

Report of the Head of the Legal & Democratic Services (copy attached).

Contact Officer: Oliver Dixon *Tel:* 29-1512
Ward Affected: All Wards

STANDARDS ITEMS

9. COMPLAINTS UPDATE 43 - 50

Report of the Head of Legal & Democratic Services (copy attached).

Contact Officer: Brian Foley *Tel:* 291229

AUDIT & STANDARDS COMMITTEE

Ward Affected: All Wards

AUDIT ITEMS

- 10. UNAUDITED STATEMENT OF ACCOUNTS 2012/13** **51 - 56**
- Report of the Executive Director of Finance & Resources (copy attached).
- Contact Officer: Jane Strudwick Tel: 01273 291255*
Ward Affected: All Wards
- 11. ANNUAL GOVERNANCE STATEMENT 2013/14** **57 - 74**
- Report of the Executive Director of Finance & Resources (copy attached).
- Contact Officer: Ian Withers Tel: 29-1323*
Ward Affected: All Wards
- 12. ERNST & YOUNG: PROGRESS REPORT 2012/13** **75 - 96**
- Report of the External Auditors – Ernst & Young (copy attached).
- Contact Officer: Helen Thompson, Ian Withers Tel: 29-1323*
Ward Affected: All Wards
- 13. TARGETED BUDGET MANAGEMENT (TBM) PROVISIONAL OUTTURN 2012/13** **97 - 184**
- Extract from the proceedings of the Policy & Resources Committee meeting held on the 13th June 2013, together with a report of the Executive Director for Finance & Resources (copies attached).
- Contact Officer: Jeff Coates Tel: 29-2364*
Ward Affected: All Wards
- 14. STRATEGIC RISK REVIEW 2013-14 & RISK MANAGEMENT ACTION PLANS– UPDATED MAY 2013** **185 - 214**
- Report of the Executive Director of Finance & Resources (copy attached).
- Contact Officer: Jackie Algar Tel: 29-1273*
Ward Affected: All Wards
- 15. STRATEGIC RISK MANAGEMENT ACTION PLAN FOCUS SR2 FINANCIAL OUTLOOK; SR11 WELFARE REFORM** **215 - 218**
- Report of the Executive Director of Finance & Resources (copy attached).
- Contact Officer: Jackie Algar Tel: 29-1273*
Ward Affected: All Wards

AUDIT & STANDARDS COMMITTEE

16. INTERNAL AUDIT ANNUAL REPORT & OPINION 2012/13 To Follow

Report of the Executive Director of Finance & Resources (to follow).

Contact Officer: Ian Withers

Tel: 29-1323

Ward Affected: All Wards

17. REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT 2013 219 - 230

Report of the Executive Director of Finance & Resources (copy attached).

Contact Officer: Ian Withers

Tel: 29-1323

Ward Affected: All Wards

18. ITEMS REFERRED FOR COUNCIL

To consider items to be submitted to the 18 July 2013 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.

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.

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

AUDIT & STANDARDS COMMITTEE

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

Date of Publication - Monday, 17 June 2013