





**Brighton & Hove  
City Council**

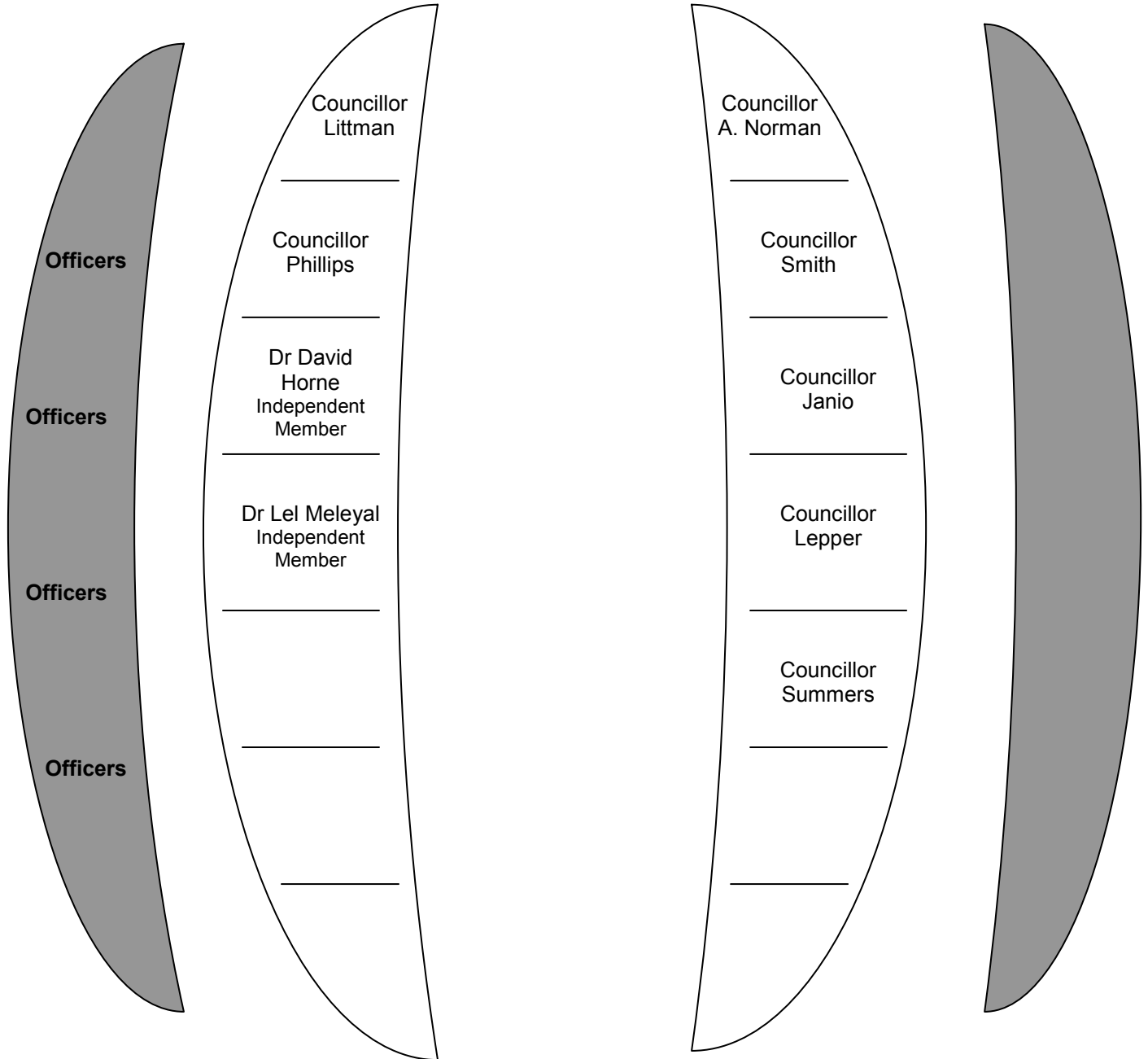
# Audit & Standards Committee

Title:	<b>Audit &amp; Standards Committee</b>
Date:	<b>24 June 2014</b>
Time:	<b>4.00pm</b>
Venue	<b>Committee Room 1, Hove Town Hall</b>
Members:	<p><b>Councillors:</b> Hamilton (Chair), A Norman (Opposition Spokesperson), Janio, Lepper, Littman (Opposition Spokesperson), Smith, Summers and Phillips</p> <p><b>Co-opted Members:</b> Dr David Horne and Dr Lel Meleyal</p>
Contact:	<p><b>Lisa Johnson</b>  <b>Senior Democratic Services Officer</b>  <b>01273 291228</b>  <b><a href="mailto:lisa.johnson@brighton-hove.gov.uk">lisa.johnson@brighton-hove.gov.uk</a></b></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>

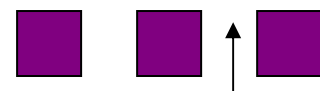
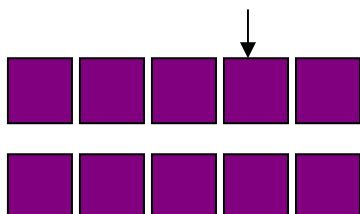
# Democratic Services: Audit & Standards Committee

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



Press

## 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:**

- (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.*

### 2. MINUTES

1 - 10

To consider the minutes of the meeting held on 25 March 2014 (copy attached).

### 3. CHAIR'S COMMUNICATIONS

## AUDIT & STANDARDS COMMITTEE

### 4. 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 17 June 2014;
- (c) **Deputations:** to receive any deputations submitted by the due date of 12 noon on the 17 June 2014.

### 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.

### JOINT ITEMS

#### 6. AUDIT AND STANDARDS COMMITTEE ANNUAL REPORT 11 - 26

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

*Contact Officer: Mark Dallen Tel: 29- 1314*  
*Ward Affected: All Wards*

#### 5. AUDIT & STANDARDS COMMITTEE WORK PROGRAMME 2014/15 27 - 34

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

*Contact Officer: Mark Dallen Tel: 29- 1314*  
*Ward Affected: All Wards*

### STANDARD ITEMS

#### 8. COMPLAINTS UPDATE – MEMBERS AND CORPORATE (JUNE 2014) 35 - 58

Report of the Head of Law & Monitoring Officer (copy attached)

*Contact Officer: Brian Foley Tel: 291229*  
*Ward Affected: All Wards*

## AUDIT & STANDARDS COMMITTEE

### 9. STANDARDS PANEL TRAINING 59 - 64

Report of the Head of Law & Monitoring Officer (copy attached)

Contact Officer: Brian Foley

Tel: 291229

Ward Affected: All Wards

### INFORMATION ITEMS FROM THE POLICY & RESOURCES COMMITTEE

### 10. GOVERNANCE OF VALUE FOR MONEY PHASE 4 65 - 88

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

Contact Officer: Nigel Manvell

Tel: 29-3104

Ward Affected: All Wards

### 11. TARGETED BUDGET MANAGEMENT (TBM) PROVISIONAL OUT-TURN 2013/14 89 - 178

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

Contact Officer: Jeff Coates

Tel: 29-2364

Ward Affected: All Wards

### AUDIT ITEMS

### 12. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT ANNUAL REPORT 179 - 204

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

Contact Officer: Sue Mooman

Tel: 01273 293629

Ward Affected: All Wards

### 13. REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT 205 - 214

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

Contact Officer: Mark Dallen

Tel: 29- 1314

Ward Affected: All Wards

### 14. INTERNAL AUDIT ANNUAL REPORT AND OPINION 215 - 238

## AUDIT & STANDARDS COMMITTEE

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

*Contact Officer: Mark Dallen Tel: 29- 1314*  
*Ward Affected: All Wards*

### **15. ANNUAL GOVERNANCE STATEMENT 2013/14 239 - 256**

Report of the Executive Director for Finance & Resources and Monitoring Officer (copy attached)

*Contact Officer: Mark Dallen Tel: 29- 1314*  
*Ward Affected: All Wards*

### **16. EY - 2014/15 AUDIT FEE LETTER 257 - 262**

Report of the External Auditors: EY (Copy Attached)

*Contact Officer: Simon Mathers Tel: 07776349851*  
*Ward Affected: All Wards*

### **17. EY - AUDIT PROGRESS REPORT AND SECTOR UPDATE 263 - 274**

Report of the External Auditors: EY (Copy Attached)

*Contact Officer: Simon Mathers Tel: 07776349851*  
*Ward Affected: All Wards*

### **18. STRATEGIC RISK REGISTER REVIEW 2014 -15 & RISK MANAGEMENT ACTION PLANS – UPDATED MAY 2014 275 - 310**

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

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

### **19. STRATEGIC RISK MANAGEMENT ACTION PLAN FOCUS: SR2 FINANCIAL OUTLOOK; AND SR18 EFFECTIVE USE OF TECHNOLOGY 311 - 312**

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

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

### **20. STATEMENT OF ACCOUNTS 2013/14 313 - 316**

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

## AUDIT & STANDARDS COMMITTEE

Contact Officer: Jane Strudwick  
Ward Affected: All Wards

Tel: 01273 291255

### 21. ITEMS REFERRED FOR COUNCIL

To consider items to be submitted to the 17 July 2014 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](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.

## AUDIT & STANDARDS COMMITTEE

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, 16 June 2014