



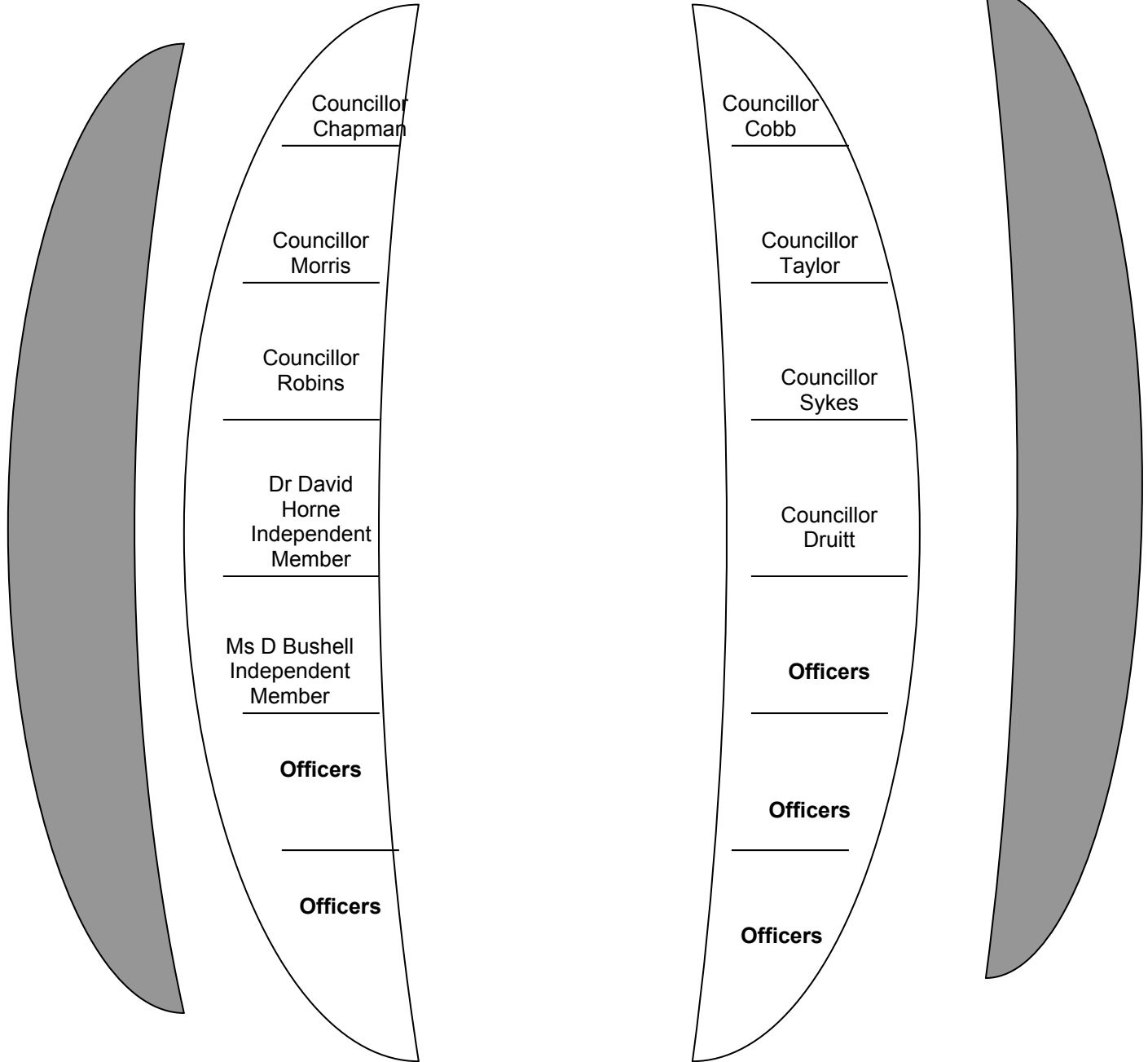
Audit & Standards Committee

Title:	Audit & Standards Committee
Date:	23 June 2015
Time:	4.00pm
Venue	The Ronuk Hall, Portslade Town Hall
Members:	<p>Councillors: A Norman (Chair), Chapman, Cobb, Druitt, Morris, Robins, Sykes and Taylor</p> <p>Co-opted Members: Diane Bushell and Dr David Horne</p>
Contact:	<p>Lisa Johnson Senior Democratic Services Officer 01273 291228 Lisa.johnson@brighton-hove.gov.uk</p>

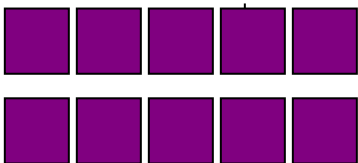
	The Town Hall has facilities for wheelchair users, including lifts and toilets
	An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter and infra red hearing aids are available for use during the meeting. If you require any further information or assistance, please contact the receptionist on arrival.
	<p align="center">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 Legal & Democratic Services	Councillor A Norman (Chair)	Executive Director Finance & Resources	Democratic Services 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;
- (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 - 6

To consider the minutes of the meeting held on 10 March 2015 (copy attached).

3 CHAIR'S COMMUNICATIONS

AUDIT & STANDARDS COMMITTEE

4 CALL OVER

- (a) Items (7 to 22) will be read out at the meeting and Members invited to reserve the items for consideration.
- (b) Those items not reserved will be taken as having been received and the reports' recommendations agreed.

5 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 16 June 2015;
- (c) **Deputations:** to receive any deputations submitted by the due date of 12 noon on the 16 June 2015.

6 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.

AUDIT ITEMS

7 CODE OF CORPORATE GOVERNANCE 7 - 16

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

Contact Officer: Elizabeth Culbert *Tel:* 01273 -291515
Ward Affected: All Wards

8 GOVERNANCE: WHISTLEBLOWING UPDATE 17 - 38

Report of Head of Legal and Democratic Services (copy attached).

Contact Officer: Sarita Arthur-Crow *Tel:* 01273 294687
Ward Affected: All Wards

9 ANNUAL GOVERNANCE STATEMENT 2014/15 39 - 58

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

Contact Officer: Jackie Algar *Tel:* 01273 29-1273
Ward Affected: All Wards

AUDIT & STANDARDS COMMITTEE

- 10 REVIEW OF THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT** **59 - 64**
- Report of the Head of Internal Audit (copy attached).
- Contact Officer:* Graham Liddell *Tel:* 01273 291323
Ward Affected: All Wards
- 11 INTERNAL AUDIT PLAN 2015-16 - UPDATE** **65 - 72**
- Report of Head of Internal Audit (copy attached).
- Contact Officer:* Graham Liddell *Tel:* 01273 291323
Ward Affected: All Wards
- 12 STRATEGIC RISK REGISTER REVIEW** **73 - 96**
- Report of Interim Executive Director Finance & Resources (copy attached).
- Contact Officer:* Jackie Algar *Tel:* 01273 29-1273
Ward Affected: All Wards
- 13 STRATEGIC RISK MAP FOCUS: SR2 FINANCIAL OUTLOOK; AND SR18 EFFECTIVE USE OF TECHNOLOGY** **97 - 104**
- Report of Interim Executive Director Finance & Resources (copy attached).
- Contact Officer:* Jackie Algar *Tel:* 01273 29-1273
Ward Affected: All Wards
- 14 AUDIT & STANDARDS COMMITTEE ANNUAL REPORT 2014/15** **105 - 120**
- Report of Head of Internal Audit (copy attached).
- Contact Officer:* Mark Dallen *Tel:* 01273 291314
Ward Affected: All Wards
- 15 INTERNAL AUDIT ANNUAL REPORT AND OPINION 2014-15** **121 - 142**
- Report of Head of Internal Audit (copy attached).
- Contact Officer:* Graham Liddell *Tel:* 01273 291323
Ward Affected: All Wards
- 16 AUDIT & STANDARDS COMMITTEE WORK PROGRAMME** **143 - 148**
- Report of Interim Executive Director Finance & Resources (copy attached).
- Contact Officer:* Graham Liddell *Tel:* 01273 291323
Ward Affected: All Wards
- 17 HROD ANNUAL REPORT** **149 - 206**
- Report of Interim Executive Director Finance & Resources (copy attached).
- Ward Affected:* All Wards

AUDIT & STANDARDS COMMITTEE

- 18 2014/15 AUDIT PROGRESS REPORT** **207 - 218**
Report of Ernst & Young (copy attached).

- 19 ERNST & YOUNG 2015/16 AUDIT FEE LETTER** **219 - 224**
Report of Ernst & Young (copy attached).

INFORMATION ITEMS FROM THE POLICY & RESOURCES COMMITTEE

- 20 TARGETED BUDGET MANAGEMENT (TBM) 2014/15**
Extract from the proceedings of the Policy & Resources Committee held on 11 June 2015 (to be circulated).

- 21 ITEMS REFERRED FOR COUNCIL**
To consider items to be submitted to the 16 July 2015 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

- 22 UPDATE ON COIN CO INTERNATIONAL - EXEMPT CATEGORY 3** **225 - 228**
Report of Interim Executive Director of Finance & Resources (circulated to Members only).

Contact Officer: Nigel Manvell, Graham Liddell Tel: 29-3104, Tel: 01273 291323
Ward Affected: All Wards

- 23 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. 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.

For further details and general enquiries about this meeting contact Lisa Johnson, (01273 291228, email lisa.johnson@brighton-hove.gov.uk) or email democratic.services@brighton-hove.gov.uk.

Date of Publication - Monday, 15 June 2015