





**Brighton & Hove
City Council**

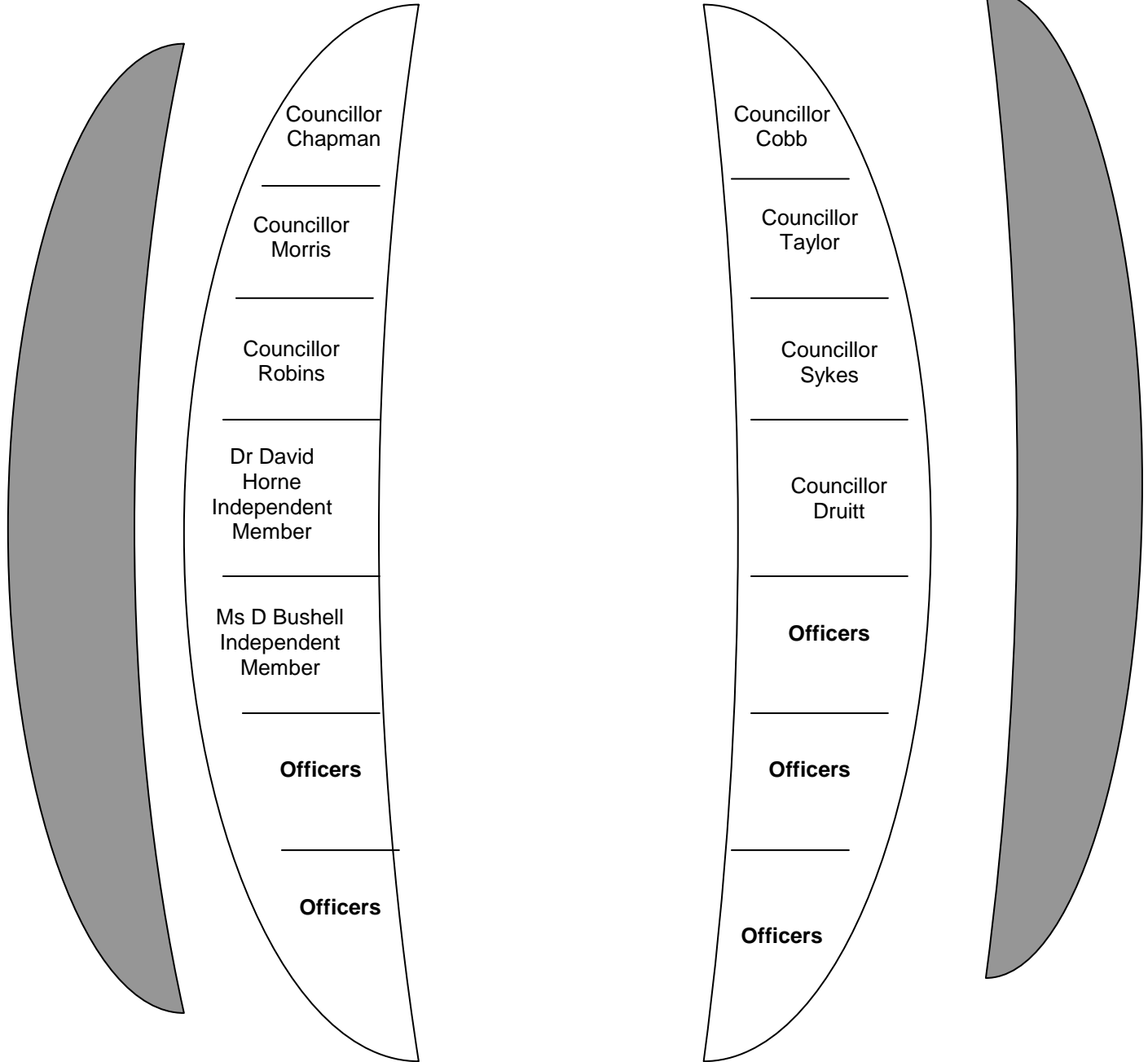
Audit & Standards Committee

Title:	Audit & Standards Committee
Date:	8 March 2016
Time:	4.00pm
Venue	The Ronuk Hall, Portslade Town Hall
Members:	<p>Councillors: A Norman (Chair), Chapman, Cobb, Druitt, Morris, Robins (Group Spokesperson), Sykes (Group Spokesperson) and Taylor</p> <p>Co-opted Members: Diane Bushell and Dr David Horne</p>
Contact:	<p>John Peel Democratic Services Officer 01273 291058 john.peel@brighton-hove.gov.uk</p>

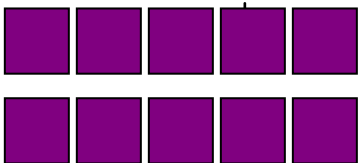
	The Town Hall has facilities for wheelchair users, including lifts and toilets
	An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter and infra red hearing aids are available for use during the meeting. If you require any further information or assistance, 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	Acting Director Finance & Resources	Councillor A Norman (Chair)	Democratic Services Officer
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Public Seating



Press



AGENDA

72 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.

73 MINUTES

1 - 10

To consider the minutes of the meeting held on 12 January 2016 (copy attached).

74 CHAIR'S COMMUNICATIONS

AUDIT & STANDARDS COMMITTEE

75 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 1 March 2016;
- (c) **Deputations:** to receive any deputations submitted by the due date of 12 noon on the 1 March 2016.

76 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.

77 STRATEGIC RISK FOCUS: SR15 KEEPING CHILDREN SAFE FROM HARM AND ABUSE; AND SR17 SCHOOL PLACES PLANNING 11 - 20

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

Contact Officer: Jackie Algar Tel: 01273 291273
Ward Affected: All Wards

78 TARGETED BUDGET MANAGEMENT (TBM) 2015/16 MONTH 9 21 - 38

Extract from the proceedings of the Policy & Resources Committee meeting held on 11 February 2016 (copy to follow); together with a report of the Acting Director of Finance & Resources (copy attached).

Ward Affected: All Wards

79 RISK MANAGEMENT STRATEGY ANNUAL PROGRESS REPORT 2015 39 - 52

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

Contact Officer: Jackie Algar Tel: 01273 291273
Ward Affected: All Wards

80 ERNST & YOUNG: 2015/16 AUDIT PLAN 53 - 86

Report of Ernst & Young (copy attached).

AUDIT & STANDARDS COMMITTEE

- 81 AUDIT AND CORPORATE FRAUD - INTERNAL AUDIT STRATEGY AND PLAN 2016/17** **87 - 104**
- Report of the Acting Director, Finance & Resources (copy attached).
Contact Officer: Graham Liddell Tel: 01273 291323
Ward Affected: All Wards
- 82 DUE DILIGENCE FOR INTERNAL AUDIT AND CORPORATE FRAUD JOINING ORBIS** **105 - 114**
- Report of the Acting Director, Finance & Resources (copy attached).
Contact Officer: Graham Liddell Tel: 01273 291323
Ward Affected: All Wards
- 83 INTERNAL AUDIT AND CORPORATE FRAUD PROGRESS REPORT** **115 - 120**
- Report of the Acting Director, Finance & Resources (copy attached).
Contact Officer: Graham Liddell Tel: 01273 291323
- 84 STANDARDS UPDATE** **121 - 126**
- Report of the Head of Law & Monitoring Officer (copy attached).
Contact Officer: Abraham Ghebre-Ghiorghis Tel: 01273 291500
Ward Affected: All Wards
- 85 SOCIAL MEDIA PROTOCOL FOR MEMBERS AND SOCIAL NETWORKING POLICY FOR EMPLOYEES** **127 - 150**
- Report of the Head of Law & Monitoring Officer (copy attached).
Contact Officer: Abraham Ghebre-Ghiorghis Tel: 01273 291500
Ward Affected: All Wards
- 86 GUIDANCE ON MEMBER CORRESPONDENCE** **151 - 158**
- Report of the Head of Law & Monitoring Officer (copy attached).
Contact Officer: Abraham Ghebre-Ghiorghis Tel: 01273 291500
Ward Affected: All Wards
- 87 ITEMS REFERRED FOR COUNCIL**
- To consider items to be submitted to the 24 March 2016 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*

AUDIT & STANDARDS COMMITTEE

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

88 ITEMS FOR THE NEXT 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.

Electronic agendas can also be accessed through our meetings app available through www.moderngov.co.uk

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 John Peel, (01273 291058, email john.peel@brighton-hove.gov.uk) or email democratic.services@brighton-hove.gov.uk.

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