





Brighton & Hove  
City Council

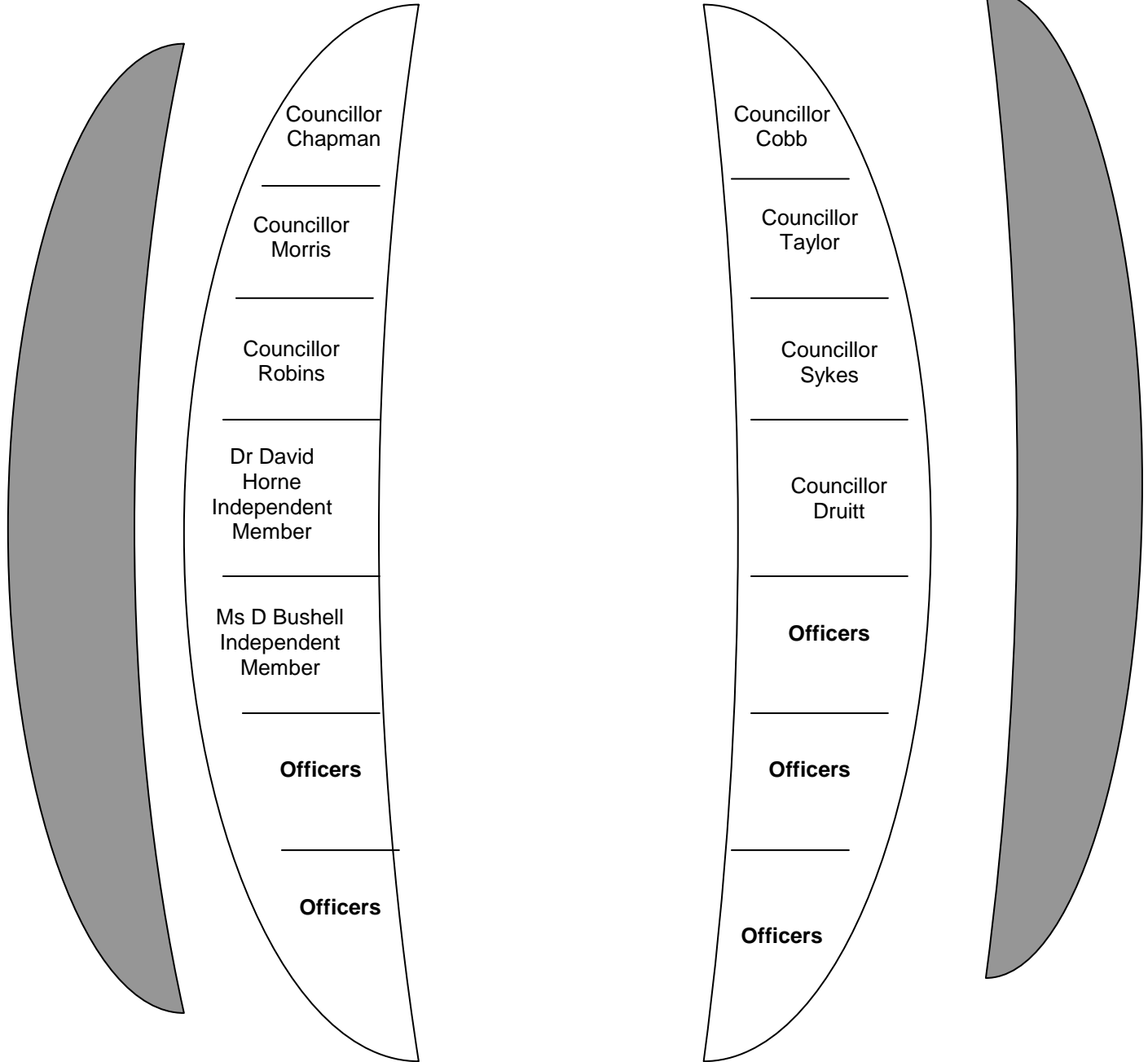
# Audit & Standards Committee

Title:	<b>Audit &amp; Standards Committee</b>
Date:	<b>21 June 2016</b>
Time:	<b>4.00pm</b>
Venue	<b>The Ronuk Hall, Portslade Town Hall</b>
Members:	<b>Councillors:</b> A Norman (Chair), Chapman, Cobb, Druitt, Morris, Robins (Group Spokesperson), Sykes (Group Spokesperson) and Taylor  <b>Co-opted Members:</b> Diane Bushell and Dr David Horne
Contact:	<b>John Peel</b> Democratic Services Officer 01273 291058 john.peel@brighton-hove.gov.uk

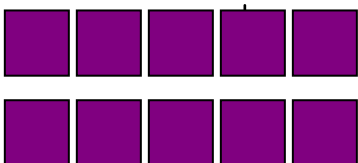
	<b>The Town Hall has facilities for wheelchair users, including lifts and toilets</b>
	<b>An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter and infra red hearing aids are available for use during the meeting. If you require any further information or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



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 - 10

To consider the minutes of the meeting held on 8 March 2016 (copy attached).

### 3 CHAIR'S COMMUNICATIONS

## AUDIT & STANDARDS COMMITTEE

### 4 CALL OVER

- (a) Items (7-22) 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 14 June 2016;
- (c) **Deputations:** to receive any deputations submitted by the due date of 12 noon on the 14 June 2016.

### 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.

### 7 UNAUDITED STATEMENT OF ACCOUNTS 2015/16

**To Follow**

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

Contact Officer: *Jane Strudwick* Tel: 01273 291255  
Ward Affected: *All Wards*

### 8 INTERNAL AUDIT AND CORPORATE FRAUD ANNUAL REPORT 2015-16

**11 - 30**

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

Contact Officer: *Graham Liddell* Tel: 01273 291323

### 9 RESIDENTS CAR PARKING PERMITS

**31 - 34**

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

Contact Officer: *Graham Liddell* Tel: 01273 291323

## AUDIT & STANDARDS COMMITTEE

- 10 HUMAN RESOURCES & ORGANISATIONAL DEVELOPMENT ANNUAL REPORT 35 - 102**
- Report of the Executive Director, Finance & Resources (copy attached).
- Contact Officer: Sue Moorman Tel: 01273 293629*  
*Ward Affected: All Wards*
- 11 SELF-ASSESSMENT REVIEW OF AUDIT & STANDARDS COMMITTEE 103 - 118**
- Report of the Executive Director, Finance & Resources (copy attached).
- Contact Officer: Graham Liddell Tel: 01273 291323*
- 12 ORGANISATIONAL LEARNING REVIEW To Follow**
- Report of the Executive Lead for Strategy, Governance & Law (Monitoring Officer) (copy to follow).
- Contact Officer: Abraham Ghebre-Ghiorghis Tel: 01273 291500*
- 13 ANNUAL GOVERNANCE STATEMENT 2015/16 119 - 142**
- Report of the Executive Director, Finance & Resources (copy attached).
- Contact Officer: Jackie Algar Tel: 01273 291273*  
*Ward Affected: All Wards*
- 14 STRATEGIC RISK REGISTER REVIEW APRIL 2016 143 - 204**
- Report of the Executive Director, Finance & Resources (copy attached).
- Contact Officer: Jackie Algar Tel: 01273 291273*  
*Ward Affected: All Wards*
- 15 STRATEGIC RISK FOCUS: SR2 FINANCIAL OUTLOOK; SR25 ORGANISATIONAL CAPACITY AS A RESULT OF CHANGE AND SR26 COUNCIL'S RELATIONSHIP WITH CITIZENS 205 - 206**
- Report of the Executive Director, Finance & Resources (copy attached).
- Contact Officer: Jackie Algar Tel: 01273 291273*  
*Ward Affected: All Wards*
- 16 ERNST & YOUNG: ANNUAL CERTIFICATION FEES 207 - 212**
- Report of Ernst & Young (copy attached).
- 17 AUDIT RECOMMENDATION FOLLOW UP - VERBAL UPDATE**
- Verbal update: Ernst & Young

## AUDIT & STANDARDS COMMITTEE

- 18 COUNTER FRAUD STRATEGY AND FRAMEWORK** **213 - 246**  
Report of the Executive Director, Finance & Resources (copy attached).  
*Contact Officer: Graham Liddell Tel: 01273 291323*
- 19 STANDARDS UPDATE** **247 - 252**  
Report of the Executive Lead for Strategy, Governance & Law (Monitoring Officer) (copy attached).  
*Contact Officer: Abraham Ghebre-Ghiorghis Tel: 01273 291500*  
*Ward Affected: All Wards*
- 20 CASH COLLECTION - COMPANY ADMINISTRATION UPDATE** **253 - 258**  
Report of the Executive Director, Finance & Resources (copy attached).  
*Contact Officer: Nigel Manvell Tel: 01273 293104*
- INFORMATION ITEMS FROM THE POLICY, RESOURCES & GROWTH COMMITTEE**
- 21 TREASURY MANAGEMENT POLICY STATEMENT 2016/17** **259 - 280**  
Extract from the proceedings of the Policy & Resources Committee meeting held on 17 March 2016; together with a report of the Acting Executive Director of Finance & Resources (copies attached).
- 22 TARGETTED BUDGET MANAGEMENT (TBM) PROVISIONAL OUTTURN 2015/16** **281 - 304**  
Extract from the proceedings of the Policy, Resources & Growth Committee meeting held on 9 June 2015; together with a report of the Executive Director of Finance & Resources (copy to follow, copy attached).
- 23 ITEMS REFERRED FOR COUNCIL**  
To consider items to be submitted to the 21 July 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 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*
- 24 ITEMS FOR THE NEXT MEETING**

## 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](http://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](http://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](mailto:john.peel@brighton-hove.gov.uk)) or email [democratic.services@brighton-hove.gov.uk](mailto:democratic.services@brighton-hove.gov.uk).

Date of Publication - Monday, 13 June 2016