


# Audit & Standards Committee

Title:	<b>Audit &amp; Standards Committee</b>
Date:	<b>24 July 2018</b>
Time:	<b>4.00pm</b>
Venue	<b>Council Chamber, Hove Town Hall</b>
Members:	<p><b>Committee Members:</b> Miller (Chair), Gilbey (Group Spokesperson), Sykes (Group Spokesperson), Cobb, Greenbaum, Lewry, Morris and Robins</p> <p><b>Independent Members:</b> Diane Bushell and Dr David Horne</p>
Contact:	<p><b>John Peel</b> Democratic Services Officer 01273 291058 john.peel@brighton-hove.gov.uk</p>
	<b>The Town Hall has facilities for wheelchair users, including lifts and toilets</b>
	<b>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>
	<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>

## AGENDA

### PART ONE

Page

#### 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

7 - 16

To consider the minutes of the meeting held on 27 March 2018

Contact Officer: John Peel

Tel: 01273 291058

#### 3 CHAIR'S COMMUNICATIONS

## AUDIT & STANDARDS COMMITTEE

### 4 CALL OVER

- (a) Items 7-17 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 18 July 2018;
- (c) **Deputations:** to receive any deputations submitted by the due date of 12 noon on the 18 July 2018

### 6 MEMBER INVOLVEMENT

17 - 18

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.
  - (i) Women in Government and Politics

### 7 STRATEGIC RISK FOCUS: SR2, SR25, SR10 AND SR18

19 - 46

Report of the Executive Lead Officer, Strategy, Governance & Law

Contact Officer: Jackie Algar

Tel: 01273 291273

Ward Affected: All Wards

### 8 AUDITED STATEMENT OF ACCOUNTS 2017/18

47- 62

Report of the Executive Director, Finance & Resources

Contact Officer: Nigel Manvell

Tel: 01273 293104

Ward Affected: All Wards

### 9 EXTERNAL AUDIT- 2017/18 AUDIT RESULTS REPORT

63 - 108

Report of Ernst & Young

Ward Affected: All Wards

## AUDIT & STANDARDS COMMITTEE

<b>10</b>	<b>ANNUAL INTERNAL AUDIT REPORT 2017/18</b>	<b>109 - 132</b>
	Report of the Executive Director, Finance & Resources	
	<i>Contact Officer:</i> Mark Dallen	<i>Tel:</i> 01273 291314
	<i>Ward Affected:</i> All Wards	
<b>11</b>	<b>INDEPENDENT EXTERNAL ASSESSMENT OF INTERNAL AUDIT</b>	<b>133 - 154</b>
	Report of the Executive Director, Finance & Resources	
	<i>Contact Officer:</i> Mark Dallen	<i>Tel:</i> 01273 291314
	<i>Ward Affected:</i> All Wards	
<b>12</b>	<b>ANNUAL GOVERNANCE STATEMENT 2017-18</b>	<b>155 - 200</b>
	Report of the Executive Director, Finance & Resources	
	<i>Contact Officer:</i> Jackie Algar	<i>Tel:</i> 01273 291273
	<i>Ward Affected:</i> All Wards	
<b>13</b>	<b>CASH COLLECTION - COMPANY ADMINISTRATION UPDATE</b>	<b>201 - 206</b>
	Report of the Executive Director, Finance & Resources	
	<i>Contact Officer:</i> Nigel Manvell	<i>Tel:</i> 01273 293104
	<i>Ward Affected:</i> All Wards	
<b>14</b>	<b>HOUSING ELECTRICAL WORKS</b>	<b>207 - 210</b>
	Report of the Executive Director, Neighbourhoods, Communities & Housing	
	<i>Contact Officer:</i> Larissa Reed	<i>Tel:</i> 01273 294286
	<i>Ward Affected:</i> All Wards	
<b>15</b>	<b>LOCAL GOVERNMENT AND SOCIAL CARE OMBUDSMAN REPORT</b>	<b>To Follow</b>
	Report of the Executive Lead Officer, Strategy, Governance & Law	
	<i>Contact Officer:</i> Brian Foley	<i>Tel:</i> 01273 291229
	<i>Ward Affected:</i> All Wards	
<b>16</b>	<b>STANDARDS UPDATE</b>	<b>211 - 214</b>
	Report of the Monitoring Officer	
	<i>Contact Officer:</i> Victoria Simpson	<i>Tel:</i> 01273 294687
	<i>Ward Affected:</i> All Wards	
<b>17</b>	<b>HR ANNUAL REPORT</b>	<b>215 - 264</b>
	Report of the Executive Director, Finance & Resources	
	<i>Contact Officer:</i> Alison Mcmanamon	<i>Tel:</i> 01273 290511
	<i>Ward Affected:</i> All Wards	

## **AUDIT & STANDARDS COMMITTEE**

### **18 ITEMS REFERRED FOR COUNCIL**

To consider items to be submitted to the 19 July 2019 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*

### **19 ITEMS FOR THE NEXT MEETING**

#### **PART TWO**

#### **20 PART TWO MINUTES 265 - 268**

To consider the Part Two minutes of the meeting held on 27 March 2018

#### **21 HOUSING ELECTRICAL WORKS- EXEMPT CATEGORY 3 AND 5 269 - 284**

Confidential appendix to Item 14 on the agenda. Report of the Executive Director, Neighbourhoods, Communities & Housing (circulated to Members only)

#### **22 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 fourth working day before the meeting.

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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.

### FURTHER INFORMATION

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)

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Date of Publication - Monday, 16 July 2018