


Audit & Standards Committee

Title:	Audit & Standards Committee
Date:	18 September 2018
Time:	4.00pm
Venue	Council Chamber, Hove Town Hall
Members:	Committee Members: Miller (Chair), Gilbey (Group Spokesperson), Sykes (Group Spokesperson), Cobb, Greenbaum, Lewry, Morris and Robins Independent Members: Diane Bushell and Dr David Horne
Contact:	John Peel Democratic Services Officer 01273 291058 john.peel@brighton-hove.gov.uk

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AGENDA

PART ONE

Page

21 PROCEDURAL BUSINESS

- (a) **Declarations 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 press and public. A list and description of the exempt categories is available for public inspection at Brighton and Hove Town Halls and on-line in the Constitution at part 7.1.

22 MINUTES & ACTION LOG

7 - 22

To consider the minutes of the meeting held on 24 July 2018.

Contact Officer: John Peel

Tel: 01273 291058

23 CHAIR'S COMMUNICATIONS

AUDIT & STANDARDS COMMITTEE

24 CALL OVER

- (a) Items 27 – 30 and Item 34 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.

25 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.

26 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 12 September 2018;
- (c) **Deputations:** to receive any deputations submitted by the due date of 12 noon on the 12 September 2018.

27 STRATEGIC RISK FOCUS: SR13, SR20, SR32 AND SR33 23 - 50

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

Contact Officer: Jackie Algar

Tel: 01273 291273

Ward Affected: All Wards

28 EXTERNAL AUDIT ANNUAL AUDIT LETTER 2017/18 51 - 76

Report of Ernst & Young

Ward Affected: All Wards

29 INTERNAL AUDIT PROGRESS REPORT - QUARTER 1 77 - 92

Report of the Executive Director, Finance & Resources

Contact Officer: Mark Dallen

Tel: 01273 291314

Ward Affected: All Wards

AUDIT & STANDARDS COMMITTEE

30 STANDARDS UPATE

93 - 96

Report of the Monitoring Officer

Contact Officer: Victoria Simpson

Tel: 01273 294687

Ward Affected: All Wards

31 ITEMS REFERRED FOR COUNCIL

To consider items to be submitted to the 18 October 2018 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

32 ITEMS FOR THE NEXT MEETING

PART TWO

33 PART TWO MINUTES

97 - 98

To consider the Part Two minutes of the meeting held on 24 July 2018.

Contact Officer: John Peel

Tel: 01273 291058

34 HOUSING ELECTRICAL WORKS (EXEMPT CATEGORY 3 & 5)

99 - 108

Joint report of the Executive Lead Officer Strategy Governance & Law and Executive Director, Neighbourhood, Communities & Housing

Contact Officer: Elizabeth Culbert

Tel: 01273 291515

Ward Affected: All Wards

35 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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FURTHER INFORMATION

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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