

## Audit & Standards Committee

Date: **23 July 2019**

Time: **2.00pm**

Venue **Main Hall, Portslade Town Hall**

Members: **Councillors:**Littman (Chair), Appich (Group Spokesperson), Hamilton, Hugh-Jones, Nemeth, Peltzer Dunn, Robins and West

**Co-optees**

Dr David Horne and Helen Aston

Contact: **Anoushka Clayton-Walsh**  
Democratic Services Apprentice  
01273 291354  
Anoushka.Clayton@brighton-hove.gov.uk

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# AGENDA

## 1 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.*

## 2 MINUTES

7 - 20

To consider the minutes of the meeting held on 12 March 2019.

Contact Officer: Kat Hoare

Tel: 01273 291064

## 3 CHAIR'S COMMUNICATIONS

#### 4 CALL OVER

- (a) Items 7 - 15 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 (insert date);
- (c) **Deputations:** to receive any deputations submitted by the due date of 12 noon on the (insert date).

#### 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 CONSTITUTIONAL MATTERS

21 - 30

Report of the Monitoring Officer

Contact Officer: Lisa Johnson

Tel: 01273 291228

Ward Affected: All Wards

#### 8 STRATEGIC RISK FOCUS: SR2, S10, SR18, SR25 AND SR34

31 - 66

Report of the Executive Lead for Strategy, Governance & Law

Contact Officer: Jackie Algar

Tel: 01273 291273

Ward Affected: All Wards

#### 9 AUDITED STATEMENT OF ACCOUNTS 2018/19

To Follow

Contact Officer: Nigel Manvell

Tel: 01273 293104

Ward Affected: All Wards

- 10 EXTERNAL AUDIT - AUDIT RESULTS REPORT 2018/19** **To Follow**
- Contact Officer: Nigel Manvell Tel: 01273 293104*  
*Ward Affected: All Wards*
- 11 ANNUAL INTERNAL AUDIT REPORT 2018/19** **67 - 92**
- Report of the Executive Director for Finance & Resources
- Contact Officer: Mark Dallen Tel: 01273 291314*  
*Ward Affected: All Wards*
- 12 REVIEW OF THE SOCIAL MEDIA PROTOCOL FOR MEMBERS** **93 - 102**
- Report of the Head of Law and Monitoring Officer
- Contact Officer: Victoria Simpson Tel: 01273 294687*  
*Ward Affected: All Wards*
- 13 EXTERNAL AUDIT ANNUAL FEE LETTER 2019-20** **103 - 110**
- Report of the Executive Director for Finance & Resources
- Contact Officer: Nigel Manvell Tel: 01273 293104*  
*Ward Affected: All Wards*
- 14 ANNUAL GOVERNANCE STATEMENT 2018-2019** **111 - 144**
- Report of the Executive Lead for Strategy, Governance & Law
- Contact Officer: Jackie Algar Tel: 01273 291273*  
*Ward Affected: All Wards*
- 15 STANDARDS UPDATE** **145 - 148**
- Report of the Executive Lead for Strategy, Governance & Law
- Contact Officer: Victoria Simpson Tel: 01273 294687*  
*Ward Affected: All Wards*
- 16 ITEMS REFERRED FOR COUNCIL**
- To consider items to be submitted to the 25 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*
- 17 ITEMS FOR THE NEXT MEETING**

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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.

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. 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.

### **FURTHER INFORMATION**

For further details and general enquiries about this meeting contact Anoushka Clayton-Walsh, (01273 291354, email [Anoushka.Clayton@brighton-hove.gov.uk](mailto:Anoushka.Clayton@brighton-hove.gov.uk)) or email [democratic.services@brighton-hove.gov.uk](mailto:democratic.services@brighton-hove.gov.uk)

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Therefore, by entering the meeting room and using the seats in the chamber you are deemed to be consenting to being filmed and to the possible use of those images and sound recordings for the purpose of web casting and/or Member training. If members of the public do not wish to have their image captured, they should sit in the public gallery area.

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Please inform staff on Reception of this affects you so that you can be directed to the Council Chamber where you can watch the meeting or if you need to take part in the proceedings e.g. because you have submitted a public question.

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- 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.

