



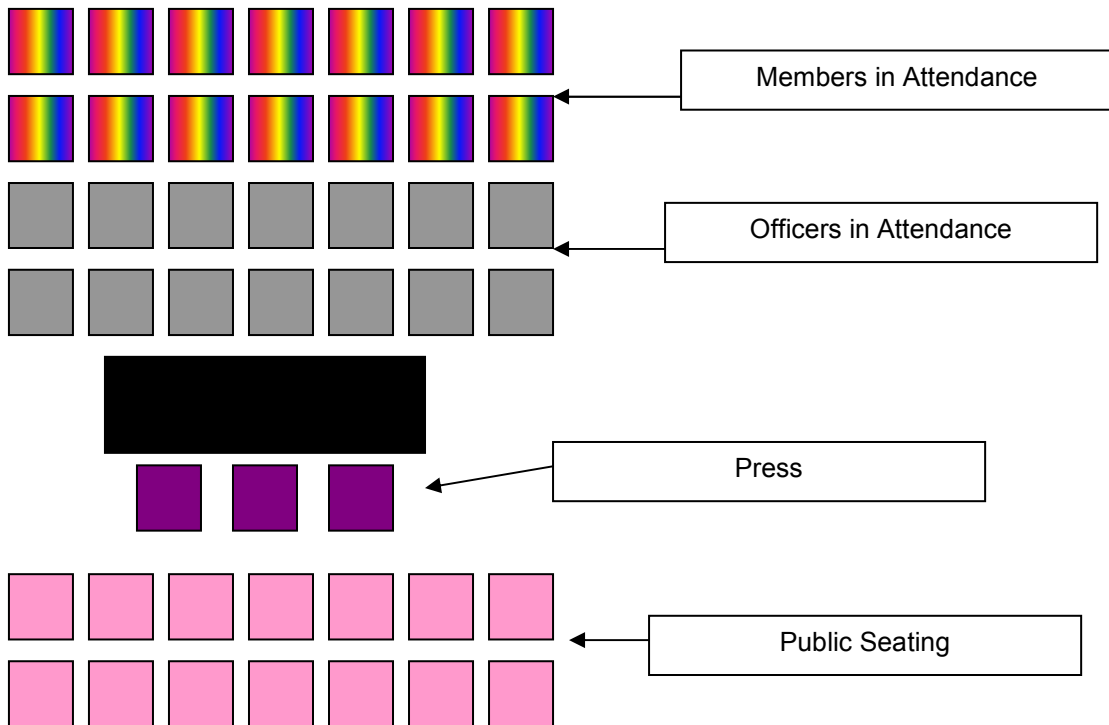
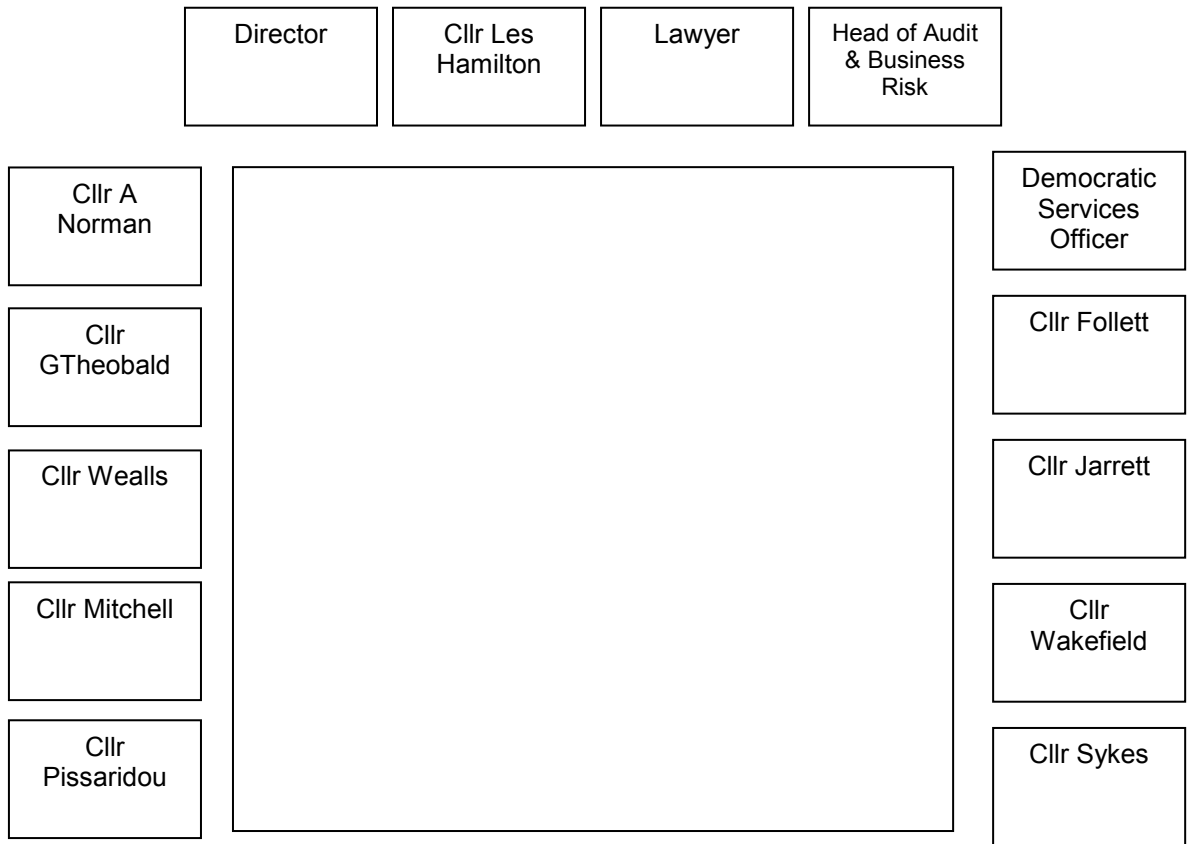
Brighton & Hove
City Council

Audit Committee

Title:	Audit Committee
Date:	20 December 2011
Time:	4.00pm
Venue	Committee Room 1, Hove Town Hall
Members:	Councillors: Hamilton (Chair), Follett (Deputy Chair), Jarrett, Mitchell, A Norman, Pissaridou, Smith, Sykes, Wakefield and Wealls
Contact:	John Peel Democratic Services Officer 01273 291058 john.peel@brighton-hove.gov.uk

	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.
	FIRE / EMERGENCY EVACUATION PROCEDURE 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">• 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: Meeting Layout



AGENDA

35. 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 by all Members present of any personal interests in matters on the agenda, the nature of any interest and whether the Members regard the interest as prejudicial under the terms of the Code of Conduct.
- (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 2 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.

36. MINUTES OF THE PREVIOUS MEETING

1 - 8

Minutes of the previous meeting held on 27 September 2011 (copy attached).

37. CHAIR'S COMMUNICATIONS

38. PETITIONS

No petitions received by date of publication.

39. PUBLIC QUESTIONS

(The closing date for receipt of public questions is 12 noon on 13 December 2011)

No public questions received by date of publication.

40. DEPUTATIONS

No deputations received by date of publication.

AUDIT COMMITTEE

41. LETTERS FROM COUNCILLORS

No letters have been received.

42. WRITTEN QUESTIONS FROM COUNCILLORS

No written questions have been received.

43. TREASURY MANAGEMENT POLICY STATEMENT 2011/12 (INCLUDING ANNUAL INVESTMENT STRATEGY 2011/12) MID YEAR REVIEW- FOR INFORMATION 9 - 24

Report of the Director of Finance (copy attached).

44. TARGETED BUDGET MANAGEMENT (TBM) MONTH 7- FOR INFORMATION 25 - 64

Report of the Director of Finance (copy attached).

Contact Officer: Nigel Manvell Tel: 29-3104

45. AUDIT COMMISSION: 2011/12 PROGRESS REPORT AND BRIEFING 65 - 76

Report of the Audit Commission (copy attached).

46. AUDIT COMMISSION: ANNUAL AUDIT LETTER 2010/11 77 - 92

Report of the Audit Commission (copy attached).

47. REQUEST FOR ASSURANCES FROM THE AUDIT COMMITTEE TO SUPPORT THE AUDIT OF THE 2011/12 FINANCIAL STATEMENTS 93 - 98

Report of the Audit Commission (copy attached).

48. INTERNAL AUDIT PROGRESS REPORT 99 - 106

Report of the Director of Finance (copy attached)

Contact Officer: Ian Withers Tel: 29-1323

49. ANNUAL GOVERNANCE STATEMENT 2010/11 - ACTION PLAN PROGRESS UPDATE 107 - 114

Report of the Director of Finance (copy attached).

Contact Officer: Ian Withers Tel: 29-1323

Ward Affected: All Wards

50. STRATEGIC RISK REGISTER 115 - 128

Report of the Director of Finance (copy attached).

Contact Officer: Jackie Algar Tel: 29-1273

Ward Affected: All Wards

AUDIT COMMITTEE

- 51. REVIEW OF THE EFFECTIVENESS OF THE AUDIT COMMITTEE** **129 - 140**

Report of the Director of Finance (copy attached).

Contact Officer: Catherine Vaughan *Tel:* 29-1333
Ward Affected: All Wards

PART TWO

- 52. PART TWO MINUTES OF THE PREVIOUS MEETING (EXEMPT CATEGORY 3 & 7)** **141 - 144**

Part Two minutes of the previous meeting held on 27 September 2011 (copy attached).

- 53. STRATEGIC RISK MANAGEMENT ACTION PLANS FOCUS** **145 - 158**

Report of the Director of Finance (copy attached).

Contact Officer: Jackie Algar *Tel:* 29-1273
Ward Affected: All Wards

- 54. STRATEGIC RISK MANAGEMENT ACTION PLANS FOCUS- SAFEGUARDING VULNERABLE MEMBERS OF OUR COMMUNITY, INCLUDING LOOKED AFTER CHILDREN (SR6) & PROMOTING A SUSTAINABLE CITY (SR8) (EXEMPT CATEGORY 3)**

(Verbal Update)

- 55. PART TWO ITEMS**

To consider whether or not any of the above items and the decisions thereon should remain exempt from disclosure to the press and public.

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.

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

AUDIT COMMITTEE

Date of Publication - Monday, 12 December 2011