





Brighton & Hove
City Council

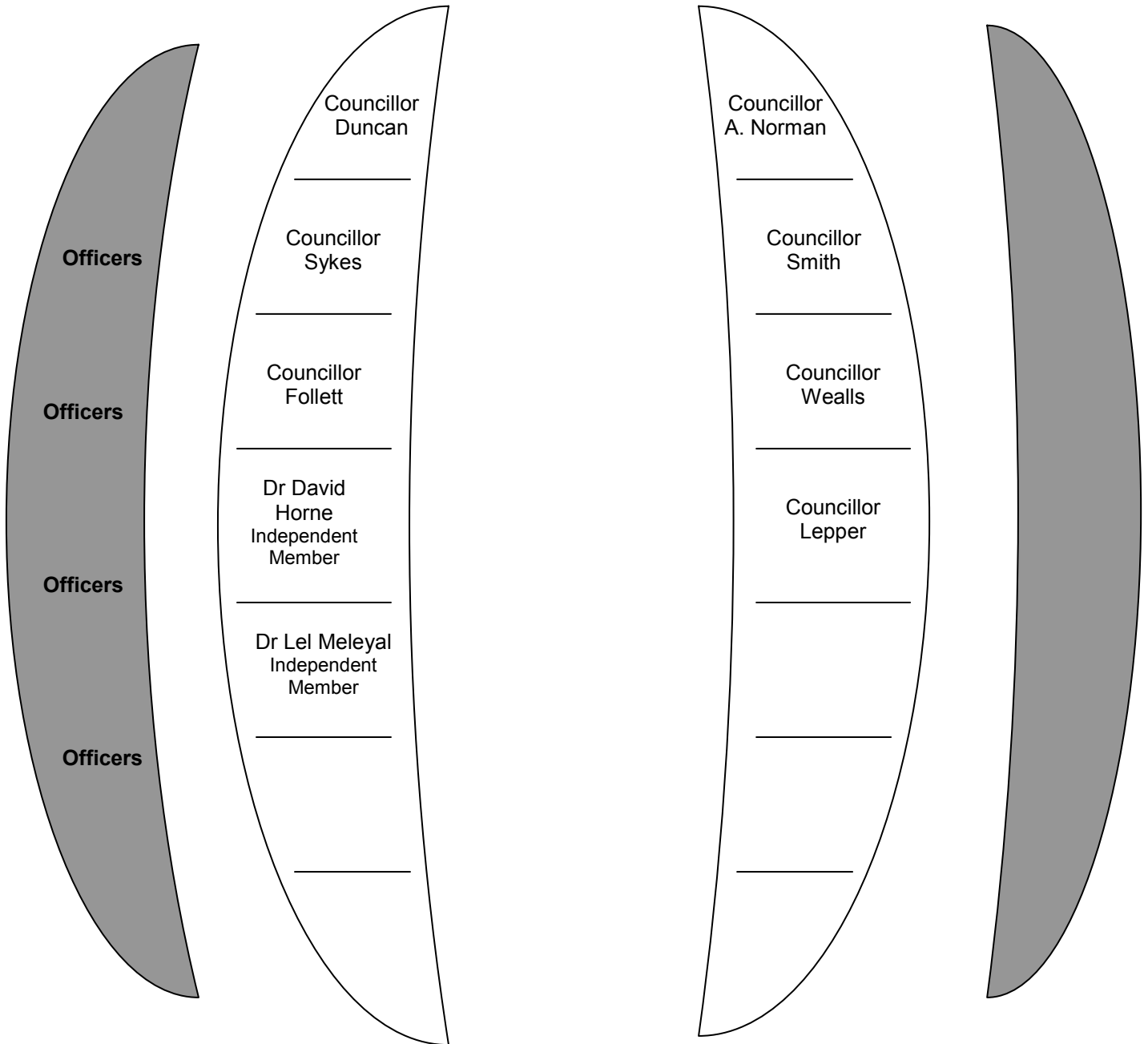
Audit & Standards Committee

Title:	Audit & Standards Committee
Date:	16 April 2013
Time:	4.00pm
Venue	Council Chamber, Hove Town Hall
Members:	Councillors: Hamilton (Chair), A Norman (Opposition Spokesperson), Duncan, Follett, Lepper, Smith, Sykes and Wealls Co-opted Members: Dr David Horne and Dr Lel Meleyal
Contact:	Ross Keatley Democratic Services Officer 01273 291064 ross.keatley@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.
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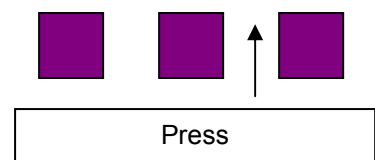
Democratic Services: Audit & Standards Committee

Head of Law	Councillor Hamilton Chair	Director of Finance	Democratic Services Officer
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Presenting Officer	Presenting Office
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Public Seating



AGENDA

82. 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 not registered on the register of 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.

83. MINUTES

1 - 10

To consider the minutes of the meeting held on 22 January 2013 (copy attached).

84. CHAIR'S COMMUNICATIONS

AUDIT & STANDARDS COMMITTEE

85. 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 (9 April 2013);
- (c) **Deputations:** to receive any deputations submitted by the due date of 12 noon on the (9 April 2013).

86. 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.

AUDIT ITEMS

87. STRATEGIC RISK MANAGEMENT ACTION PLAN FOCUS SR1 11 - 16 READINESS FOR OPPORTUNITIES AND IMPACTS OF LOCALISM; SR3 PACE VOLUME OF PUBLIC SECTOR

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

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

88. VERBAL UPDATE ON PAYROLL SYSTEM

Verbal update from the Interim Head of HR.

Ward Affected: All Wards

89. LETTER FROM CHAIR OF AUDIT & STANDARDS COMMITTEE 17 - 24 RE: B&HCC - RISK OF MATERIAL MISSTATEMENT OF THE 2012/13 ACCOUNTS DUE TO FRAUD

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

Contact Officer: Ian Withers Tel: 29-1323
Ward Affected: All Wards

AUDIT & STANDARDS COMMITTEE

90. INTERNAL AUDIT STRATEGY AND ANNUAL AUDIT PLAN 2013/14 25 - 78

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

Contact Officer: Ian Withers Tel: 29-1323
Ward Affected: All Wards

91. ERNST & YOUNG: EXTERNAL AUDIT PLAN 2012/13 79 - 100

Report of the External Auditors: Ernst & Young (copy attached).

Contact Officer: Simon Mathers Tel: 07776 493851
Ward Affected: All Wards

92. ERNST & YOUNG: 2013/14 AUDIT FEE LETTER 101 - 106

Report of the External Auditors: Ernst & Young (copy attached).

Contact Officer: Simon Mathers Tel: 07776 493851
Ward Affected: All Wards

93. RISK MANAGEMENT STRATEGY 2013 107 - 124

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

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

94. PUBLIC SECTOR INTERNAL AUDIT STANDARDS 125 - 130

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

Contact Officer: Ian Withers Tel: 29-1323
Ward Affected: All Wards

STANDARDS ITEMS

95. COMPLAINTS UPDATE 131 - 138

Report of the Head of Law & Monitoring Officer (copy attached).

Contact Officer: Brian Foley Tel: 291229
Ward Affected: All Wards

96. CODE OF CONDUCT FOR MEMBERS: PROPOSED AMENDMENTS To Follow

Report of the Head of Law & Monitoring Officer (to follow).

Contact Officer: Abraham Ghebre-Ghiorghis Tel: 29-1500
Ward Affected: All Wards

AUDIT & STANDARDS COMMITTEE

97. REVIEW OF PROCEDURE FOR INVESTIGATING ALLEGED BREACHES OF CODE OF CONDUCT **To Follow**

Report of the Head of Law & Monitoring Officer (to follow).

Contact Officer: Oliver Dixon *Tel:* 29-1512

Ward Affected: All Wards

98. SOCIAL MEDIA PROTOCOL FOR MEMBERS & SOCIAL NETWORKING POLICY FOR EMPLOYEES **To Follow**

Report of the Head of Law & Monitoring Officer (to follow).

Ward Affected: All Wards

99. CODE OF CONDUCT FOR MEMBER/OFFICER RELATIONS & CODE OF CONDUCT FOR EMPLOYEES **To Follow**

Report of the Head of Law & Monitoring Officer (to follow).

Contact Officer: Oliver Dixon *Tel:* 29-1512

Ward Affected: All Wards

100. GUIDANCE FOR MEMBERS AND OFFICERS REGARDING CONFIDENTIAL INFORMATION **To Follow**

Report of the Head of Law & Monitoring Officer (to follow).

Ward Affected: All Wards

101. ITEMS REFERRED FOR COUNCIL

To consider items to be submitted to the 9 May 2013 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.

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. 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.

WEBCASTING NOTICE

This meeting may be filmed for live or subsequent broadcast via the Council's website. At the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.

You should be aware that the Council is a Data Controller under the Data Protection Act 1988. Data collected during this web cast will be retained in accordance with the Council's published policy (Guidance for Employees' on the BHCC website).

Therefore by entering the meeting room and using the seats around the meeting tables 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.

If you have any queries regarding this, please contact the Head of Democratic Services or the designated Democratic Services Officer listed on the agenda.

For further details and general enquiries about this meeting contact Ross Keatley, (01273 291064, email ross.keatley@brighton-hove.gov.uk) or email democratic.services@brighton-hove.gov.uk.

Date of Publication - Monday, 8 April 2013