

Audit and Standards Advisory Committee

Tuesday 5 February 2019 at 6.00 pm
Boardrooms 7&8 - Brent Civic Centre, Engineers Way,
Wembley HA9 0FJ

Membership:

Members

David Ewart (Chair)

Councillors:

Donnelly-Jackson
Kansagra
Naheerathan
Nerva
Stephens (substituting for A Choudry)

Substitute Members

Councillors:

Kabir, Lo and Long

Councillors:

Colwill and Maurice

Independent Members

Margaret Bruce
Robert Cawley
Sheila Darr
Karen McArthur

Independent Advisor

Vacancy

For further information contact: Nikolay Manov, Governance Officer
Tel: 020 8937 1348; Email: nikolay.manov@brent.gov.uk

For electronic copies of minutes, reports and agendas, and to be alerted when the minutes of this meeting have been published visit:

www.brent.gov.uk/committees

The press and public are welcome to attend part of this meeting.

Notes for Members - Declarations of Interest:

If a Member is aware they have a Disclosable Pecuniary Interest* in an item of business, they must declare its existence and nature at the start of the meeting or when it becomes apparent and must leave the room without participating in discussion of the item.

If a Member is aware they have a Personal Interest** in an item of business, they must declare its existence and nature at the start of the meeting or when it becomes apparent.

If the Personal Interest is also significant enough to affect your judgement of a public interest and either it affects a financial position or relates to a regulatory matter then after disclosing the interest to the meeting the Member must leave the room without participating in discussion of the item, except that they may first make representations, answer questions or give evidence relating to the matter, provided that the public are allowed to attend the meeting for those purposes.

***Disclosable Pecuniary Interests:**

- (a) **Employment, etc.** - Any employment, office, trade, profession or vocation carried on for profit gain.
- (b) **Sponsorship** - Any payment or other financial benefit in respect of expenses in carrying out duties as a member, or of election; including from a trade union.
- (c) **Contracts** - Any current contract for goods, services or works, between the Councillors or their partner (or a body in which one has a beneficial interest) and the council.
- (d) **Land** - Any beneficial interest in land which is within the council's area.
- (e) **Licences**- Any licence to occupy land in the council's area for a month or longer.
- (f) **Corporate tenancies** - Any tenancy between the council and a body in which the Councillor or their partner have a beneficial interest.
- (g) **Securities** - Any beneficial interest in securities of a body which has a place of business or land in the council's area, if the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body or of any one class of its issued share capital.

****Personal Interests:**

The business relates to or affects:

- (a) Anybody of which you are a member or in a position of general control or management, and:
 - To which you are appointed by the council;
 - which exercises functions of a public nature;
 - which is directed is to charitable purposes;
 - whose principal purposes include the influence of public opinion or policy (including a political party or trade union).
- (b) The interests a of a person from whom you have received gifts or hospitality of at least £50 as a member in the municipal year;

or

A decision in relation to that business might reasonably be regarded as affecting the well-being or financial position of:

- You yourself;
- a member of your family or your friend or any person with whom you have a close association or any person or body who is the subject of a registrable personal interest.

Agenda

Introductions, if appropriate.

Item	Page
1 Apologies for absence and clarification of alternate members	
2 Declarations of Interest Members are invited to declare at this stage of the meeting, the nature and existence of any relevant disclosable pecuniary or personal interests in the items on this agenda and to specify the item(s) to which they relate.	
3 Deputations (if any) To hear any deputations received from members of the public in accordance with Standing Order 67.	
4 Minutes of the previous meeting To approve the minutes of the previous meeting as a correct record.	1 - 8
5 Matters arising (if any) To consider any matters arising from the minutes of the previous meeting.	

Standards Items

There are no Standards items to be considered at this meeting.

Audit Items

6 Emergency Preparedness Update The report briefly outlines the progress made since the last update to the Committee provided in July 2018. It details the type and number of incidents in Brent and provides some information around initiatives and programmes of work under way to enhance our resilience and response arrangements. Ward Affected: All Wards Contact Officer: Daryl Jooste Civil Contingencies Manager Email: daryl.jooste@brent.gov.uk Tel: 020 8937 5415	9 - 24
7 External Audit Plan This document provides an overview of the planned scope and timing of the statutory audit of Brent Council ('the Authority') for those charged with	25 - 42

governance.

8 Accounting Policies 43 - 60

The Council is required to adopt accounting policies each year to set out how the Statement of Accounts will be produced.

Ward Affected: All Wards
Contact Officer: Conrad Hall
Chief Finance Officer
Email: conrad.hall@brent.gov.uk
Tel: 020 8937 6528

9 2019/20 Treasury Management Strategy 61 - 80

The report presents the draft Treasury Management Strategy for 2019/20 for consideration by the Committee.

Ward Affected: All Wards
Contact Officer: Daniel Omisore
Head of Finance
Email: daniel.omisore@brent.gov.uk
Tel: 020 8937 3057

10 Report on i4B Holdings Ltd 81 - 172

This report provides the Audit and Standards Advisory Committee with an update on i4B Holdings Ltd's (i4B) recent performance, proposed 2019/20 Business Plan, audit arrangements, and risk register.

Ward Affected: All Wards
Contact Officer: Peter Gadsdon
Director of Performance, Policy and Partnerships
Email: peter.gadsdon@brent.gov.uk
Tel: 020 8937 6095

11 Report on First Wave Housing Limited 173 - 222

The report provides the Audit and Standards Advisory Committee with an update on First Wave Housing Ltd's recent performance, 2019/20 Business Plan, audit arrangements, and risk register.

Ward Affected: All Wards
Contact Officer: Peter Gadsdon
Director of Performance, Policy and Partnerships
Email: peter.gadsdon@brent.gov.uk
Tel: 020 8937 6095

12 Annual Review of the Internal Audit Charter 223 - 236

The report sets out the revised Internal Audit Charter which has been appended to the report for consideration and approval.

Ward Affected: **Contact Officer:** Michael Bradley

All Wards
Head of Audit and Investigations
Email: michael.bradley@brent.gov.uk
Tel: 020 8937 6526

13 Internal Audit Progress Report for the period September 2018 to January 2019 237 - 248

The report provides an update on progress against the Internal Audit Plan for the period 1 September 2018 to 31 January 2019.

Ward Affected: All Wards
Contact Officer: Michael Bradley
Head of Audit and Investigations
Email: michael.bradley@brent.gov.uk
Tel: 020 8937 6526

14 Counter Fraud Quarterly Progress Report 2018-19 249 - 256

The report provides an update on the counter fraud work undertaken for the period 1 April 2018 to 31 December September 2018 (Quarters 1-3).

Ward Affected: All Wards
Contact Officer: Michael Bradley
Head of Audit and Investigations
Email: michael.bradley@brent.gov.uk
Tel: 020 8937 6526

15 Audit and Standards Advisory Committee - Self Assessment options 257 - 260

The report provides options for the conduct of an assessment of the performance of the Audit and Standards Advisory Committee.

Wards Affected: Not applicable
Contact Officer: Michael Bradley
Head of Audit and Investigations
Email: michael.bradley@brent.gov.uk
Tel: 020 8937 6526

16 Forward Plan and Agenda for the Next Meeting 261 - 262

To note the Committee's Forward Plan and agree a draft agenda for the next meeting, which would be reviewed and finalised by the Chief Finance Officer, the Head of Audit and the Chair of the Committee one month after the date of the current meeting.

Wards Affected: Not applicable
Contact Officer: Conrad Hall
Chief Finance Officer
Email: conrad.hall@brent.gov.uk
Tel: 020 8937 6528

17 To agree a date to hold a meeting between the Chair, the Vice-Chair and the Independent Members of the Committee

18 Exclusion of Press and Public

The following items are not for publication by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972:

- Item 10 – Appendix 1 to i4B Holdings Ltd Business Plan 2019-20
- Item 11 – Appendix 1 to First Wave Housing Ltd Business Plan 2019-20

19 Any other urgent business

Notice of items to be raised under this heading must be given in writing to the Head of Executive and Member Services or his representative before the meeting in accordance with Standing Order 60.

Date of the next meeting: Wednesday 20 March 2019



- Please remember to **SWITCH OFF** your mobile phone during the meeting.
- The meeting room is accessible by lift and seats will be provided for members of the public.