



Audit and Standards Advisory Committee

Wednesday 29 July 2020 at 6.00 pm

This will be held as an online virtual meeting.

Details on how to access the link in order to attend and view the meeting will be made available on link [here](#).

Membership:

Members

David Ewart (Chair)

Substitute Members

Councillors:

Long (Vice-Chair)
Donnelly-Jackson
Hassan
Naheerathan
Nerva
Kansagra

Councillors:

S Choudhary, Colacicco, Kabir, Lo and Perrin

Councillors:

Colwill and Maurice

Independent Members

Margaret Bruce

Independent Advisor

Vineeta Manchanda

For further information contact: Craig Player, Governance Officer

Tel: 020 8937 2082; Email: craig.player@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 this as an online virtual meeting.
The link to attend and view the meeting will be made available [here](#).

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 to charitable purposes;
 - whose principal purposes include the influence of public opinion or policy (including a political party or trade union).

- (b) The interests 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	1 - 16
To approve the minutes of the last meeting of the Committee held on 26 May 2020.	
5 Matters arising (if any)	
To consider any matters arising from the minutes of the previous meeting.	
Standards Items	
6 Complaints (Members Code of Conduct and Complaints)	17 - 28

This report informs Members of (a) recent complaints concerning breaches of the Member's Code of Conduct and in particular, the complaint upheld against Councillor Aslam Choudry; and (b) an update on the LGA draft Model Code of Conduct.

Ward Affected:
All Wards

Contact Officers: Debra Norman
Director of Legal, HR, Audit & Investigations
Tel: 020 8937 1578
Email: Debra.Norman@brent.gov.uk

Bianca Robinson
Senior Constitutional & Governance Lawyer
Tel: 020 8937 1544
Email: Bianca.Robinson@brent.gov.uk

Audit Items

- 7 Lessons Learnt from COVID19 Response** 29 - 50

This report and accompanying Appendix brings to the attention of the Committee the response activity undertaken by the Council during the response phase of the COVID-19 pandemic as well as some of the lessons and learning as a consequence.

Ward Affected: All Wards **Contact Officer:** Daryl Jooste
Civil Contingencies Manager
Tel: 0208 937 5415
Email: Daryl.Jooste@brent.gov.uk

- 8 Emergency Planning Response to COVID19** 51 - 72

To provide the Committee with an update on the Urgent Decisions made since the last meeting.

Ward Affected: All Wards **Contact Officer:** Chief Executive
Tel: 0208 937 1007
Email: Chief.Executive@brent.gov.uk

- 9 Update on Final Statement of Accounts** 73 - 76

This report provides an update on the progress made to date on the audit of the Council's 2019/20 Statement of Accounts.

Ward Affected: All Wards **Contact Officers:** Daniel Omisore
Deputy Director of Finance
Tel: 020 8937 3057
Email: Daniel.Omisore@brent.gov.uk

Ben Ainsworth
Head of Finance (Chief Accountant)
Tel: 020 8937 1731
Email: Ben.Ainsworth@brent.gov.uk

- 10 Treasury Management Outturn Report 2019/20** 77 - 94

This report updates members on Treasury Management activity and confirms that the Council has complied with its Prudential Indicators for 2019/20.

Ward Affected: All Wards **Contact Officer:** Amanda Healy
Senior Finance Analyst
Tel: 020 8937 5912
Email: amanda.healy@brent.gov.uk

11 Internal Audit Annual Report

95 - 116

This report includes an opinion on the overall adequacy and effectiveness of the Council's internal controls and presents a summary of the Internal Audit work undertaken during the year.

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

12 Counter Fraud Annual Report

117 - 124

The report sets out a summary of the counter fraud activity for 2019/20 and the impact that COVID-19 arrangements have had on the service.

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

13 External Audit Progress Report and Sector Update

125 - 158

To receive a verbal update from Grant Thornton on progress in delivering their responsibilities as the Council's external auditors along with a summary of any emerging national issues and developments that may be relevant to Brent as a local authority.

Ward Affected: All Wards **Contact Officer:** Sophia Brown
Senior Audit Manager, Grant Thornton
Tel: 020 7728 3179
Email: Sophia.y.brown@uk.gt.com

14 Forward Plan

159 - 160

To consider and note the Committee's Forward Plan.

15 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: **Tuesday 8 September 2020**