

## **Audit and Standards Advisory Committee**

**Tuesday 11 December 2018 at 6.00 pm**  
Boardrooms 7&8 - Brent Civic Centre, Engineers Way,  
Wembley HA9 0FJ

### **Membership:**

#### **Members**

David Ewart (Chair)

#### Councillors:

A Choudry (Vice-Chair)  
Donnelly-Jackson  
Kansagra  
Naheerathan  
Nerva

#### **Substitute Members**

#### Councillors:

Kabir, Lo, Long and Stephens  
  
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](mailto: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](http://www.brent.gov.uk/committees)**

**The press and public are welcome to attend 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
<b>1 Apologies for absence and clarification of alternate members</b>	
<b>2 Declarations of Interest</b> 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.	
<b>3 Deputations (if any)</b> To hear any deputations received from members of the public in accordance with Standing Order 67.	
<b>4 Minutes of the previous meeting</b> To approve the minutes of the previous meeting as a correct record.	1 - 10
<b>5 Matters arising (if any)</b> To consider any matters arising from the minutes of the previous meeting.	

## Standards Items

<b>6 Quarterly Update on Gifts and Hospitality</b> The report updates the Audit and Standards Advisory Committee on gifts and hospitality registered by Members and a recent case involving the Freedom of Information Act and Independent Persons.	11 - 16
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**Ward Affected:**  
All Wards

**Contact Officer:** Debra Norman  
Director of Legal and HR  
Email: [debra.norman@brent.gov.uk](mailto:debra.norman@brent.gov.uk)  
Tel: 020 8937 1578

## Audit Items

### 7 Planning Code of Practice Review update 17 - 52

The report updates the Committee on the outcome of the Independent Review, and the consequential recommended changes, in relation to the Planning Code of Practice. This review is required under the Constitution.

**Ward Affected:**  
All Wards

**Contact Officer:** Debra Norman  
Director of Legal and HR  
Email: [debra.norman@brent.gov.uk](mailto:debra.norman@brent.gov.uk)  
Tel: 020 8937 1578

### 8 External Audit Progress Report 53 - 64

The paper provides the Audit and Standards Advisory Committee with a report on progress in delivering Grant Thornton's responsibilities as the Council's external auditors. It also includes a summary of emerging national issues and developments that may be relevant to Brent as a local authority.

### 9 Internal Audit External Quality Assessment 65 - 70

The report provides an update to the Audit and Standards Advisory Committee on the findings of an external quality assessment that has been carried out of the Brent Internal Audit Service.

**Ward Affected:**  
All Wards

**Contact Officer:** Michael Bradley  
Head of Audit and Investigations  
Email: [michael.bradley@brent.gov.uk](mailto:michael.bradley@brent.gov.uk)  
Tel: 020 8937 6526

### 10 Forward Plan and Agenda for the Next Meeting 71 - 72

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 Investigations and the Chair of the Committee.

**Ward Affected:**  
All Wards

**Contact Officer:** Conrad Hall  
Chief Finance Officer  
Email: [conrad.hall@brent.gov.uk](mailto:conrad.hall@brent.gov.uk)  
Tel: 020 8937 6528

### 11 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 5 February 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.