

Audit and Standards Advisory Committee

Wednesday 10 July 2019 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

Hassan

Long

Naheerathan

Nerva

Kansagra

Substitute Members

Councillors:

S Choudhary, Colacicco, Kabir, Lo and Perrin

Councillors:

Colwill and Maurice

Independent Members

Margaret Bruce

Robert Cawley

Karen McArthur

Independent Advisor

Vineeta Manchanda

For further information contact Kunwar Khan, Governance Officer, Tel: 020 8937 2037; Email: kunwar.khan@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 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 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.

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 - 4

To approve the minutes of the previous meeting as a correct record.

5 Matters arising (if any)

To consider any matters arising from the minutes of the previous meeting.

STANDARDS ITEMS

6 Quarterly update on Gifts and Hospitality 5 - 12

The report updates the Audit and Standards Advisory Committee on gifts and hospitality registered by Members

Ward Affected: All Wards

Contact Officer: Debra Norman, Director of Legal and HR Services
020 8937 1578, Debra.Norman@brent.gov.uk

AUDIT ITEMS:

7 Internal Audit Annual Report 2018/19 13 - 28

This is the annual report from the Head of Audit and Investigations. It includes the opinion of Head of Audit 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 and Investigations
020 8937 6526, Michael.Bradley@brent.gov.uk

8 Treasury Management Out-turn Report 2018/19

29 - 42

The report updates members on Treasury Management activity and confirms that the Council has complied with its relevant Prudential Indicators.

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

9 Statement of Accounts 18/19 and the External Auditor's Audit Findings Reports - To Follow

The Audit and Standards Committee has responsibility for considering issues raised by the external auditors as part of the process of approving the annual statement of accounts. The Committee is asked to review the reports from the external auditor:

- Brent Council Audit Findings Report.
- Brent Council Pension Fund Audit Findings Report.

In considering the Council's annual statement of accounts, together with, audit findings report, the Committee is asked to:

- consider the key issues and recommendations
- approve the statement of accounts
- approve the letter of representation to the external auditor

Ward Affected: All Wards
Contact Officers: Minesh Patel, Finance Director (Brent Council)
020 8937 4043, Minesh.Patel@brent.gov.uk

Sophia Brown and Paul Dossett (Grant Thornton)
020 7728 3180 / 0207728 3179
Sophia.Y.Brown@uk.gt.com
Paul.Dossett@uk.gt.com

Reports to follow in supplementary agenda pack

10 Review the performance of the Committee (self-assessment) 43 - 46

To self-assess the effectiveness of the Committee building on the training workshop held after the last meeting facilitated by a CIPFA trainer.

Ward Affected: All Wards
Contact Officer: Michael Bradley, Head of Internal Audit and Investigation
020 8937 6526, Michael.Bradley@brent.gov.uk

11 Annual Counter Fraud Report 47 - 56

This report provides an annual summary of the counter fraud work undertaken for the period 1st April 2018 to 31st March 2019 and asks the Committee to note its content.

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

12 Forward Plan and Agenda items for the next meeting 57 - 58

To review and note the Committee's Forward Plan.

Ward Affected: All Wards
Contact Officer: Kunwar Khan, Governance Officer
0208 937 2037, Kunwar.Khan@brent.gov.uk

13 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: Thursday 26 September 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.