

Audit and Standards Advisory Committee

Monday 20 January 2020 at 6.00 pm

Boardrooms 1 & 2, 3rd Floor - Brent Civic Centre,
Engineers Way, Wembley HA9 0FJ

Membership:

Members

Mr 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

Robert Cawley
Karen McArthur
Margaret Bruce

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 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.
- A member of your family or your friend or any person with whom you have a close association or any person or body who employs or has appointed any of these or in whom they have a beneficial interest in a class of securities exceeding the nominal value of £25,000, or any firm in which they are a partner, or any company of which they are a director.
- any body of a type described in (a) above.

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 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 17 - 26

The report updates the Audit and Standards Advisory Committee on gifts and hospitality registered by Members, the attendance record for Members in relation to mandatory training sessions and two recent cases reported in the media involving general councillor conduct.

Ward Affected:

All wards

Contact Officer:

Debra Norman

Director of Legal and HR Services

Email: Debra.Norman@brent.gov.uk

Tel: 020 8937 1578

7 Member Learning & Development and Member Expenses 27 - 50

This provides members of the Standards Committee with a summary of the Member Development Programme since last reported to Committee

and information regarding the Members' Expenses Scheme.

Wards affected:

All wards

Contact Officer:

Thomas Cattermole

Head of Executive and Member Services

Email: Thomas.Cattermole@brent.gov.uk

Tel: 020 8937 5446

Audit Items

8 Review of the Use of RIPA Powers 51 - 62

The report provides update to the Council's policy in relation to the Regulation of Investigatory Powers Act 2000 (RIPA).

Wards Affected:

All wards

Contact Officer:

Debra Norman

Director of Legal HR Audit and Investigations

Email: Debra.Norman@brent.gov.uk

Tel: 020 8937 1578

9 Internal Audit Quarterly Update (To Follow)

This report provides an update on progress against the Internal Audit Plan for the latest available period.

Wards Affected:

All wards

Contact Officer:

Michael Bradley

Head of Audit and Investigations

Email: Michael.Bradley@brent.gov.uk

Tel: 0208 937 6526

10 Counter Fraud Quarterly Update 63 - 68

This report provides an update on the counter fraud activity undertaken for Quarter 3.

Wards Affected:

All wards

Contact Officer:

Michael Bradley

Head of Audit and Investigations

Email: Michael.Bradley@brent.gov.uk

Tel: 0208 937 6526

11 Emergency Planning Resilience - Peer Review 69 - 104

To review Brent's Emergency Planning Resilience - Peer Review - a self-assessment on the 11 new emergency planning standards for London.

This report summarises the progress made since the 2019 report, 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.

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

12 External Audit Progress Report and Sector Update, including Certification of Grants and Returns 105 - 117

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 as well as certification of grants and returns.

Wards Affected: All wards
Contract person: Sophia Brown,
Engagement Manager, Grant Thornton
Email: Sophia.Y.Brown@uk.gt.com
Tel: 020 7728 3179

13 Additional Audit Fees 2019-20 119 - 122

The report provides a brief note on the increased audit fees to pay for additional audit work Grant Thornton have planned to address enhanced requirements placed upon them by the Financial Reporting Council (FRC), their regulator.

Ward Affected:
Contact Officer: Ben Ainsworth, Head of Finance
Email: Benjamin.ainsworth@brent.gov.uk
Tel: 020 8937 1731

14 The Complimentary Roles of the ASC, ASAC and Scrutiny Committees (Review the Performance of the Committee - self-assessment) 123 - 132

This report provides an update about the effectiveness of the Audit and Standards Advisory Committee (ASAC) following the training workshop held after the previous meeting facilitated by a CIPFA trainer.

Ward Affected: All wards
Contact Officer: Debra Norman
Director of Legal and HR Services
Email: Debra.Norman@brent.gov.uk

Tel: 020 8937 1578

15 Forward Plan and Scheduled Reports 133 -
134

To note the Committee's Forward Plan and scheduled reports for the next meeting.

Wards Affected:
All wards

Contact officer:
Kunwar Khan
Governance Officer
Email: Kunwar.Khan@brent.gov.uk
Tel: 020 8937 2037

16 Treasury Management Strategy 2020/21 135 -
156

To receive the Brent Council's Treasury Management Strategy 2020/21.

Ward Affected:
All wards

Contact Officer:
Daniel Omisore, Deputy Director of Finance
Email: Daniel.Omisore@brent.gov.uk
Tel: 020 8937 3057

17 Brent Council Borrowing Strategy Update 157 -
208

To receive an update report on the Brent Council Borrowing Strategy.

Ward Affected:
All wards

Contact Officer:
Daniel Omisore, Deputy Director of Finance
Email: Daniel.Omisore@brent.gov.uk
Tel: 020 8937 3057

18 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 11 March 2020



- 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.

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