

Audit and Standards Advisory Committee

Tuesday 11 May 2021 at 4.00 pm

**Conference Hall - Brent Civic Centre, Engineers Way,
Wembley, HA9 0FJ**

Please note that this meeting will be held as a socially distanced physical meeting. Guidance on the safe delivery of face-to-face meetings is included at the end of the agenda frontsheet.

Should any member of the Committee be unable to attend in person please contact the meeting administrator (as listed below) so alternative arrangements can be made. Please note that if unable to attend in person it will not be possible for that member to participate in the voting on any item that may be required during the meeting.

Due to current restrictions and limits on the socially distanced venue capacity, the press and public will be able to attend this meeting via the live webcast. The link to attend the meeting will be made available [here](#).

Membership:

Members

David Ewart (Chair)

Councillors:

Lo (Vice-Chair)
Donnelly-Jackson
Long
Naheerathan
Kansagra
Akram
Johnson

Independent Members

Margaret Bruce

Independent Advisor

Vineeta Manchanda

Substitute Members

Councillors:

Afzal, S Choudhary, Colacicco, Gbajumo, Kabir and
W Mitchell Murray

Councillors:

Colwill and Maurice

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

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	1 - 4
To approve the minutes of the previous meeting held on 31 March 2021 as a correct record.	
5 Matters arising (if any)	
To consider any matters arising from the minutes of the previous meeting.	
Standards Items	
6 Annual Standards Report	5 - 16
To receive an update on member conduct issues and the work of the Audit & Standards Advisory Committee, Audit & Standards Committee and the Monitoring Officer during 2020.	
7 Review of the Use of Regulation of Investigatory Powers Act 2000	17 - 22
To receive a report on the Council's use and conduct of surveillance techniques in accordance with the Regulation of Investigatory Powers Act (RIPA) 2000, in compliance with its annual reviewing obligations as set out in the Council's RIPA policy and procedures.	

Audit Items

8 Treasury Management Outturn Report 23 - 40

To receive a report on Treasury Management activity in compliance with the Council's Prudential Indicators for 2020/21.

9 Internal Audit Annual Report 41 - 54

To receive a report on the overall adequacy and effectiveness of the Council's internal controls and a summary of the internal audit work undertaken during 2020/21.

10 Counter Fraud Annual Report 55 - 62

To receive a report on counter fraud activity during 2020/21.

11 Pension Fund External Audit Plan 2020/21 63 - 82

To receive an overview of the planned scope and timing of the Brent Pension Fund external audit 2020/21 for those charged with governance.

12 Forward Plan 2021/22 83 - 84

To consider and note the Committee's Forward Plan for the 2021/22 municipal year.

13 Dates of Future Meetings

To note the schedule of dates for future meetings during the 2021/22 municipal year, as follows:

- Monday 26 July 2021
- Wednesday 22 September 2021
- Tuesday 7 December 2021
- Monday 31 January 2022
- Tuesday 15 March 2022

14 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: Monday 26 July 2021

Guidance on the delivery of safe meetings at The Drum, Brent Civic Centre

- We have revised the capacities and floor plans for event spaces to ensure they are Covid-19 compliant and meet the 2m social distancing guidelines.
- Attendees will need to keep a distance of 2m apart at all times.
- Signage and reminders, including floor markers for social distancing and oneway flow systems are present throughout The Drum and need to be followed.
- Please note the Civic Centre visitor lifts will have reduced capacity to help with social distancing.
- The use of face coverings is encouraged with hand sanitiser dispensers located at the main entrance to The Drum and within each meeting room.
- Those attending meetings are asked to scan the coronavirus NHS QR code for The Drum upon entry. Posters of the QR code are located in front of the main Drum entrance and outside each boardroom.