

Audit and Standards Advisory Committee

Monday 26 July 2021 at 6.00 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 with all Committee members required to attend in person.

Guidance on the safe delivery of face-to-face meetings is included at the end of the agenda front sheet.

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

Membership:

Members

David Ewart (Chair)

Councillors:

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

Independent co-Opted Members

Javed Ansari
Mark Mills

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: Abdrewh Phillips, Governance Officer
Tel: 020 8937 4219; Email: Andrew.Phillips@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 - 6 |
| To approve the minutes of the previous meeting held on Tuesday 11 May 2021 as a correct record. | |
| 5 Matters arising (if any) | |
| To consider any matters arising from the minutes of the previous meeting. | |

Standards Items

- | | |
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| 6 Standards Report (including quarterly update on Gifts & Hospitality and mandatory training) | 7 - 12 |
|--|--------|

The purpose of this report is to update the Audit and Standards Advisory Committee on gifts and hospitality registered by Members, and the attendance record for Members in relation to mandatory training sessions. The report also provides a summary of a recent case involving the Freedom of Information Act and Independent Persons.

Ward Affected:
All Wards

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

Biancia Robinson

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

Audit Items

7 Draft Statement of Accounts 2020-21 13 - 198

This report presents the Council's draft 2020/21 Statement of Accounts to members of the Audit & Standards Committee for review.

Agenda republished to include this as a supplementary paper on 20/07/21.

Ward Affected:
All Wards

Contact Officer: Minesh Patel
Director of Finance
Tel: 020 8937 4043
Email: Minesh.Patel@brent.gov.uk

8 Annual Governance Statement 2020/21 199 - 214

This report sets out the draft Annual Governance Statement (AGS) for 2020/21 as required by the Accounts and Audit Regulations 2015.

The AGS is being presented to the Audit & Standards Advisory Committee for consideration, prior to formal approval by the Audit and Standards Committee.

Ward Affected:
All Wards

Contact Officer: Michael Bradley
Head of Audit and Investigations
Tel: 07920 581620
Email: Michael.Bradley@brent.gov.uk

9 CIPFA Financial Management Code 215 - 218

This report is to inform the Audit & Standards Committee of the Chartered Institute of Public Finance and Accountancy (CIPFA) Financial Management Code and outline how the Council will work towards full compliance with the code in 2021/22.

Ward Affected:
All Wards

Contact Officer: Ravinder Jassar
Deputy Director of Finance
Tel: 020 8937 1487
Email: Ravinder.Jassar@brent.gov.uk

10 Emergency Preparedness Update 219 - 224

This report briefly outlines the progress made since the last emergency preparedness update provided in 2020 and includes details on the type and number of incidents in Brent along with information around initiatives

and programmes of work under way to enhance our resilience and emergency response arrangements.

Ward Affected: All Wards
Contact Officer: Daryl Jooste
Civil Contingencies Manager
Tel: 020 8937 5415
Email: Daryl.Jooste@brent.gov.uk

11 Corporate Risk Register 225 - 238

This report provides an update on the Council's Risk Management position and includes an updated Corporate Risk Register.

Ward Affected: All Wards
Contact Officer: Michael Bradley
Head of Audit and Investigations
Tel: 07920 581620
Email: Michael.Bradley@brent.gov.uk

12 External Audit's Enquires of Management 239 - 302

This report updates the Audit & Standards Advisory Committee on changes made by The Financial Reporting Council (FRC) in relation to its expectations for how local authorities are audited.

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

13 External Audit Progress Report and Sector Update 303 - 316

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.

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 Audit & Standards Advisory Committee Forward Plan 317 - 318

To consider and agree the Committee's Forward Plan for 2021/22, which will continue to be reviewed and updated at each meeting.

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 her representative before the meeting in accordance with Standing Order 60.

Date of the next meeting: Wednesday 22 September 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 current social distancing guidelines.
- Attendees will need to maintain the necessary social distance at all times.
- Signage and reminders, including floor markers for social distancing and one-way 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.
- Although not required, should anyone attending wish to do book a lateral flow test in advance these are also available at the Civic Centre and can be booked via the following link:
<https://www.brent.gov.uk/yourcommunity/coronavirus/covid-19-testing/if-you-dont-have-symptoms/>