

Audit and Standards Advisory Committee

Tuesday 15 March 2022 at 6.00 pm

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

Please note that this meeting will be held as an in person physical meeting with all Committee members required to attend in person.

The meeting will be open for the press and public to attend or alternatively can be followed via the live webcast. The link to follow proceedings via the live webcast is available [here](#)

Membership:

Members

David Ewart (Chair)

Councillors:

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

Substitute Members

Councillors:

Afzal, S Choudhary, Colacicco, Gbajumo and Kabir

Councillors:

Colwill, Maurice and W Mitchell Murray

Independent Members

Javed Ansari
Mark Mills

Independent Advisor

Vineeta Manchanda

For further information contact: Andrew 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 31 January 2022 as a correct record.

5 Matters arising (if any)

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

Standards Items

6 Standards Report (Including gifts and hospitality) 7 - 10

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.

Ward Affected:
All Wards

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

7 Annual Standards Report 11 - 14

This is the Monitoring Officer's Annual Report to the Audit and Standards

Advisory Committee (ASAC) for 2021. It provides an update on Member conduct issues and the work of the Audit and Standards Advisory Committee, the Audit and Standards Committee (ASC) and the Monitoring Officer during 2021.

Ward Affected:

All Wards

Contact Officer: Debra Norman

Director of Legal, HR, Audit & Investigations

Tel: 020 8937 1578

Email: Debra.Norman@brent.gov.uk

8 Review of the Member Development Programme and Members' Expenses 15 - 26

The purpose of this report is to provide members of the Audit and Standards Advisory Committee with a summary of the Member Learning Development (MLD) Programme since the last report to Committee in March 2021; and information regarding the Members' Expenses Scheme.

Ward Affected:

All Wards

Contact Officer: Katie Smith

Head of Executive and Member Services

Tel: 020 8937 1578

Email: Katie.Smith@brent.gov.uk

9 Review of the use of Regulation of Investigatory Powers Act (RIPA) Powers 27 - 30

This report explains the Council's use and conduct of surveillance techniques in accordance with the Regulation of Investigatory Powers Act (RIPA) 2000; and complies with its annual reviewing obligations as set out in Brent Council's RIPA policy and procedures.

Ward Affected:

All Wards

Contact Officer: Debra Norman

Director of Legal, HR, Audit & Investigations

Tel: 020 8937 1578

Email: Debra.Norman@brent.gov.uk

Audit Items

10 To review performance & management of i4B Holdings Ltd and First Wave Housing Ltd

To receive reports on the performance of i4B Holdings and First Wave Housing Ltd.

10.1 Report from Chair of i4B Ltd

31 - 40

This report provides the Audit and Standards Advisory Committee with an update on i4B Holdings Ltd.'s recent performance, accounts outturn, risk register and audit arrangements

10.2 Report from Chair of FWH Ltd

41 - 50

This report provides the Audit and Standards Advisory Committee with an update on FWH Ltd.'s recent performance, accounts outturn, risk register and audit arrangements.

Ward Affected:

All Wards

Contact Officer: Sadie East

Operational Director of Transformation

Tel: 020 8937 1507

Email: Sadie.East@brent.gov.uk

11 Draft Internal Audit Strategic Plan and Counter Fraud Plan for 2022/23 51 - 78

This report sets out the draft Internal Audit Strategic Plan, and the Counter Fraud Plan, for 2022-23.

Ward Affected:

All Wards

Contact Officer: Darren Armstrong

Head of Audit & Investigations

Tel: 020 8937 1751

Email: Darren.Armstrong@brent.gov.uk

12 External Audit Update- Verbal Report

This item provides the Audit and Standards Advisory Committee with an update on Grant Thornton's progress in delivering their responsibilities as external auditors.

13 Review of the Committee's Forward Plan

79 - 80

To note the Committee's Forward Plan & Work Programme for 2021/22.

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

Date of the next meeting: To be confirmed as part of 2022/23 calendar of meetings.



Please remember to set your mobile phone to silent during the meeting.

- The meeting room is accessible by lift and limited seats will be available for members of the public. Alternatively it will be possible to follow proceedings via the live webcast [here](#)

