

Audit and Standards Advisory Committee

Tuesday 21 March 2023 at 6.00 pm

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

(Agenda re-published on 20 March 2023 to include reports for Agenda Items 10 and 11)

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)

Substitute Members

Councillors:

Chan (Vice-Chair)
Long
Kabir
Smith
S Butt
Choudry
J. Patel

Councillors:

Afzal, Agha, Begum, Gbajumo, Molloy and Shah

Councillors:

Kansagra and Mistry

Independent Co- Opted Members

Vacant

Independent Advisor

Vineeta Manchanda

For further information contact: Natalie Connor, Governance Officer
Tel: 020 8937 1506; Email: Natalie.Connor@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 - 14
To approve the minutes of the previous meeting held on Tuesday 7 February 2023 as a correct record and note the action log arising from previous meetings.	
5 Matters arising (if any)	
To consider any matters arising from the minutes of the previous meeting.	
Standards Items	
6 Annual Standards Report (including Gifts & Hospitality)	15 - 22
This report provides the Audit and Standards Advisory Committee with 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 2022, together with the quarterly report on gifts and hospitality registered by Members.	
7 Review of the Member Development Programme and Members' Expenses	23 - 132
This report is presented to provide members of the Audit and Standards Advisory Committee with a summary of the Member Learning and Development Programme since the last report to the Committee in March	

2022. The report also provides further information regarding the Members' Expenses Scheme.

8 Review the Role and Operation of the Constitution Working Group 133 - 138

This report provides members of the Audit and Standards Committee with a review of the role and operation of the Constitutional Working Group, following a Committee request to receive an update on this following the Local Elections in May 2022.

9 Review the Financial and Procedural Rules governing the Mayor's Charity Appeal 139 - 146

The purpose of this report is to update the Audit and Standards Advisory Committee on a recent review of the financial and procedural rules for governing the Mayor's Charity Appeal.

Finance Items

10 Brent Council Statement of Accounts 2021/22 147 - 150

To receive an update on the completion of the Council's Annual Statement of Accounts 2021-22.

11 LB Brent Audit Findings Report 2021/22 151 - 208

To receive an update on completion of the final report from Grant Thornton (External Auditors) regarding the 2021/22 Audit Findings.

Audit Items

12 Review of the Performance & Management of i4B Holdings Ltd and First Wave Housing Ltd

12.1 To receive an update on i4B Holdings Ltd's recent performance, business plan and risk register. 209 - 220

12.2 To receive an update on First Wave Housing Ltd's recent performance, business plan and risk register. 221 - 228

13 Internal Audit Investigations Plan 229 - 256

This report sets out the draft Internal Audit Strategic Plan and the Counter Fraud Plan for 2023-24.

14 Review of the use of RIPA Powers

257 - 264

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.

15 Evaluating the Effectiveness of the Committee - Survey Outcomes

265 - 276

This report summarises the outcomes of a recent self-assessment exercise undertaken by members of the Audit and Standards Advisory Committee.

16 External Audit Progress Report and Sector Update

To receive a verbal update on progress on delivering Grant Thornton's responsibilities as the Council's external auditors along with a summary of any emerging national issues and developments that may be relevant to Brent as a local authority.

17 Review the Committee's Forward Plan

277 - 278

To note the provisional list of Committee meeting dates and work programme for 2023-24.

Tuesday 6 June 2023 at 6pm

Tuesday 18 July 2023 at 6pm

Tuesday 26 September 2023 at 6pm

Wednesday 6 December 2023 at 6pm

Tuesday 6 February 2024 at 6pm

Tuesday 26 March 2024 at 6pm

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

Date of the next meeting: Tuesday 6 June 2023



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. Alternatively, it will be possible to follow proceedings [here](#)