

Audit and Standards Advisory Committee

Tuesday 6 February 2024 at 6.00 pm

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

Please note this will be held as a physical meeting which all Committee members will be 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)
S Butt
Choudry
Kabir
Long
J. Patel
Smith

Councillors:

Afzal, Agha, Begum, Gbajumo, Molloy and Shah

Councillors:

Kansagra and Mistry

Independent Co-opted Members

Rhys Jarvis and Stephen Ross

Independent Advisor

Vineeta Manchanda

For further information contact: James Kinsella, Governance Manager
Tel: 020 8937 2063; Email: james.kinsella@brent.gov.uk

For electronic copies of minutes and agendas please visit:
[Council meetings and decision making | Brent Council](#)

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 receive any deputations requested in accordance with Standing Order 67.

4 Minutes of the previous meeting 1 - 12

To approve the minutes of the previous meetings held on Wednesday 6 December 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 Item(s)

6 Annual Report on Complaints & Code of Conduct Complaints Procedure 13 - 38

This report provides an annual review of the complaints received pursuant to, and a review of the Members' Code of Conduct Complaints procedure.

Finance Item(s)

7 CIPFA Financial Management Code and Redmond Review - Update 39 - 46

This report provides an update on the outcome of the work to implement CIPFA's Financial Management (FM) Code and the independent review by Sir Tony Redmond into the effectiveness of external audit and transparency of financial reporting in local authorities (the Redmond

Review).

8 Emergency Planning & Resilience Service Update 47 - 56

This report continues the cycle of annual updates that the Emergency Planning team has shared with the Audit and Standards Advisory Committee since 2018. The report provides the Committee with an update on the work and priorities of the team since the last report in September 2022, focusing on the continuous improvement within the Council's Emergency Planning and Resilience service.

Audit Items

9 London Borough of Brent Draft Audit Plan 2023 -24 57 - 94

This report presents the draft London Borough of Brent External Audit Plan 2023 - 24.

10 Evaluating the Effectiveness of the Audit and Standards Advisory Committee 95 - 98

This report sets out the suggested approach for measuring the effectiveness and activity of the Audit and Standards Advisory Committee for 2023-24.

11 Forward Plan and Agenda for the next meeting 99 - 100

To consider and review the Committee's work programme for the 2023-24 Municipal Year.

12 Any other urgent business

Notice of items to be raised under this heading must be given in writing to the Head of Chief Executive and Member Services or their representative before the meeting in accordance with Standing Order 60.

Date of the next meeting: Tuesday 26 March 2024



- 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 via the live webcast [HERE](#)