



**BRENTWOOD  
BOROUGH COUNCIL**

# **Audit and Scrutiny Committee**

## **Agenda**

### **Part One**

Council Chamber - Town Hall

Tuesday, 27 January 2015 at 7.00 pm

#### **Membership (Quorum – 3)**

##### **Councillors**

Cllrs Clark (Chair), Barrett (Vice-Chair), Chilvers, Mrs Hones, Kerslake, Dr Naylor, Sleep and Mrs Squirrell

**Committee Co-ordinator:** Claire Hayden (01277 312741)

#### **Additional Information:**

##### **Substitutes**

The names of substitutes shall be announced at the start of the meeting by the Chair and the substitution shall cease at the end of the meeting.

Substitutes for quasi judicial Committees must be drawn from members who have received training in quasi-judicial decision making. If a casual vacancy occurs on a quasi judicial Committee it will not be filled until the nominated member has been trained.

##### **Rights to attend and speak**

Any Member may attend any body to which Council Procedure Rules apply.

A Member who is not a member of the committee may speak at the meeting. The Member may speak at the Chair's discretion, it being the expectation that a member will be allowed to speak on a ward matter.

## **Point of Order/Personal explanation/Point of Information**

### **8.3.14 Point of order**

A member may raise a point of order at any time. The Chair will hear them immediately. A point of order may only relate to an alleged breach of these Procedure Rules or the law. The Member must indicate the rule or law and the way in which they consider it has been broken. The ruling of the Chair on the point of order will be final.

### **8.3.15 Personal explanation**

A member may make a personal explanation at any time. A personal explanation must relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate, or outside of the meeting. The ruling of the Chair on the admissibility of a personal explanation will be final.

### **8.3.16 Point of Information or clarification**

A point of information or clarification must relate to the matter being debated. If a Member wishes to raise a point of information, he/she must first seek the permission of the Chair. The Member must specify the nature of the information he/she wishes to provide and its importance to the current debate. If the Chair gives his/her permission, the Member will give the additional information succinctly. Points of Information or clarification should be used in exceptional circumstances and should not be used to interrupt other speakers or to make a further speech when he/she has already spoken during the debate. The ruling of the Chair on the admissibility of a point of information or clarification will be final.

## **Information for Members of the Public**

### **Access to Information and Meetings**

You have the right to attend all meetings of the Council and its Boards and Committees. You also have the right to see the agenda, which will be published no later than 5 working days before the meeting, and minutes once they are published. Dates of the meetings are available at [www.brentwood.gov.uk](http://www.brentwood.gov.uk) or from Democratic Services (01277 312739).

### **Webcasts**

All of the Council's meetings are webcast, except where it is necessary for the items of business to be considered in private session (please see below).

If you are seated in the public area of the Council Chamber, it is likely that your image will be captured by the recording cameras and this will result in your image becoming part of the broadcast. This may infringe your Human Rights and if you wish to avoid this, you can sit in the upper public gallery of the Council Chamber.

### **Private Sessions**

Occasionally meetings will need to discuss some of its business in private. This can only happen on a limited range of issues, which are set by law. When a Board or Committee does so, you will be asked to leave the meeting.

### **Guidelines on filming, photography, recording and use of social media at council and committee meetings**

The council welcomes the filming, photography, recording and use of social media at council and committee meetings as a means of reporting on its proceedings because it helps to make the council more transparent and accountable to its local communities.

Where members of the public use a laptop, tablet device, smart phone or similar devices to make recordings these devices must be set to 'silent' mode to avoid interrupting proceedings of the council or committee.

If you wish to record the proceedings of a meeting and have any special requirements or are intending to bring in large equipment then please contact the Communications Team before the meeting.

The use of flash photography or additional lighting may be allowed provided it has been discussed prior to the meeting and agreement reached to ensure that it will not disrupt proceedings.

The Chair of the meeting may terminate or suspend filming, photography, recording and use of social media if any of these activities, in their opinion, are disrupting proceedings at the meeting.

### **Access**

There is wheelchair access to the Town Hall from the Main Entrance. There is an induction loop in the Council Chamber.

### **Evacuation Procedures**

Evacuate the building using the nearest available exit and congregate at the assembly point in the North Front Car Park.

## Part I

(During consideration of these items the meeting is likely to be open to the press and public)

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<b>Agenda Item No.</b>	<b>Item</b>	<b>Wards(s) Affected</b>	<b>Page No.</b>
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2	<b>Minutes of the previous meeting</b>		<b>7 - 14</b>
3	<b>Internal Audit Progress Report</b>	All Wards	<b>15 - 52</b>
4	<b>Annual Certification Report 2013/14</b>		<b>53 - 64</b>
5	<b>Budget Scrutiny Feedback</b>		<b>65 - 90</b>
6	<b>Strategic and Operational Risk Review</b>		<b>91 - 118</b>
7	<b>Business Continuity Progress Report</b>	All Wards	<b>119 - 202</b>
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9	<b>Fraud Statistics</b>		<b>209 - 232</b>
10	<b>Review of Provision of Legal Services</b> To follow.	All Wards	
11	<b>Annual Community Safety Partnership (CSP) Review</b>	All Wards	<b>233 - 250</b>
12	<b>Scrutiny Work Programme 2014/15</b>	All Wards	<b>251 - 260</b>
13	<b>Urgent Business</b> An item of business may		

only be considered where the Chair is of the opinion that, by reason of special circumstances, which shall be specified in the Minutes, the item should be considered as a matter of urgency.

- 14      **Local Government Act  
1972 - Exclusion of Press  
and Public**



Acting Chief Executive

Town Hall  
Brentwood, Essex  
19.01.2015