



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

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DATE: 1 June 2010

To: Members of the  
**AUDIT SUB-COMMITTEE**

Councillor Michael Tickner (Chairman)  
Councillor Lydia Buttinger (Vice-Chairman)  
Councillors Reg Adams, Nicholas Bennett J.P., Simon Fawthrop, Julian Grainger and Stephen Wells

A meeting of the Audit Sub-Committee will be held at Bromley Civic Centre on  
**THURSDAY 10 JUNE 2010 AT 7.30 PM**

MARK BOWEN  
Director of Legal, Democratic and  
Customer Services.

Copies of the documents referred to below can be obtained from  
<http://sharepoint.bromley.gov.uk>

## A G E N D A

- 1 **APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS**
- 2 **DECLARATIONS OF INTEREST**
- 3 **CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 23RD MARCH 2010 EXCLUDING THOSE CONTAINING EXEMPT INFORMATION (Pages 5 - 14)**
- 4 **QUESTIONS BY MEMBERS OF THE PUBLIC ATTENDING THE MEETING**

To hear questions received in writing by the Legal, Democratic and Customer Services Department by 5pm on Friday 4<sup>th</sup> June 2010 and to respond.

- 5 **MATTERS OUTSTANDING FROM THE LAST MEETING**

The following items were outstanding after the last meeting:

<b>Time/Minute/ Date</b>	<b>Summary Description</b>	<b>Action being taken</b>	<b>By whom</b>	<b>Estimated completion date</b>
<b>Officers' Expenses</b> (Minute 21 – 22 <sup>nd</sup> September 2009 and Minute 30(ii) 8 <sup>th</sup> )	E&R PDS requested to review expenses claimable by Council	The issue of expenses based on the findings from this	Director of Resources/ Assistant Chief Executive (HR)	June 2010

December 2009)	Members and officers with a view, subject to comments from ACE(HR), to discontinuation of interview and relocation expenses for staff.	Sub-Committee is to be considered by COE prior to submission of report to E&R PDS Committee.		
<b>Mobile Phones</b> (Minute 33 (ii) – 8 <sup>th</sup> December 2009)	E&R PDS Committee requested to review feasibility of offering annual allowance to officers to use their own mobile phone in place of those issued by Council.	This issue to be considered by COE prior to submission of report to E&R PDS Committee. This matter was re-considered by the Sub-Committee on 23 <sup>rd</sup> March 2010 (minute 45 (i)). A report is scheduled for the PDS meeting on 9 <sup>th</sup> June 2010.	Chief Executive	June 2010
<b>External Audit Reports – Pension Fund: Draft 20089/10 Audit Plan</b> (Minute 44 – 23 <sup>rd</sup> March 2010)	Referred the draft 2009/10 Audit Plan for the Pension Fund to the Investment Sub-Committee	A report will be prepared for the Investment Sub-Committee in August or September 2010	Director of Resources	August 2010
<b>Transition Team</b> (Minute 45(vi) – 23 <sup>rd</sup> March 2010)	Referred to the A&C and CYP PDS Committees for	A report will be referred to the PDS Committees at their	Democratic Services Manager	July 2010

	consideration	June or July meetings.		
<b>Internal Audit and Value for Money Reporting</b> (Minute 46 – 23 <sup>rd</sup> March 2010)	Referred to Improvement & Efficiency Sub-Committee for consideration	A report will be prepared for the Sub-Committee's meeting on 8 <sup>th</sup> July 2010	Democratic Services Manager	July 2010
<b>Direct Payments</b> (Minute 50/1 (iv) – 23 <sup>rd</sup> march 2010)	Referred to A&C PDS Committee for examination	A report will be prepared for the Committee's meeting on 27 <sup>th</sup> July 2010	Democratic Services Manager	July 2010

- 6 **INTERNAL AUDIT PROGRESS REPORT** (Pages 15 - 62)
- 7 **INTERNAL AUDIT ANNUAL REPORT 2009/10** (Pages 63 - 84)
- 8 **ANNUAL SCHOOLS AUDIT REPORT 2009/10** (Pages 85 - 100)
- 9 **INTERNAL AUDIT AND VALUE FOR MONEY REPORTING** (Pages 101 - 106)
- 10 **LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006 AND THE FREEDOM OF INFORMATION ACT 2000**

The Chairman to move that the Press and public be excluded during consideration of the item of business listed below as it is likely in view of the nature of the business to be transacted or the nature of the proceedings that if members of the Press and public were present there would be disclosure to them of exempt information.

**Items of Business**

- 11 **CONFIRMATION OF EXEMPT MINUTES OF THE MEETING HELD ON 23RD MARCH 2010**  
(Pages 107 - 110)
- 12 **INTERNAL AUDIT FRAUD AND INVESTIGATION PROGRESS REPORT** (Pages 111 - 128)

**Schedule 12A Description**

- Any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.
- Any action taken or to be taken in connection with the prevention, investigation or

prosecution of crime.

