



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

TELEPHONE: 020 8464 3333

CONTACT: Graham Walton  
[graham.walton@bromley.gov.uk](mailto:graham.walton@bromley.gov.uk)

DIRECT LINE: 020 8461 7743

FAX: 020 8290 0608

DATE: 7 September 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 16 SEPTEMBER 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*  
[www.bromley.gov.uk/meetings](http://www.bromley.gov.uk/meetings)

## 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 10TH JUNE 2010 EXCLUDING THOSE CONTAINING EXEMPT INFORMATION (Pages 5 - 12)**
- 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 10<sup>th</sup> September 2010 and to respond.

5 **MATTERS OUTSTANDING FROM THE LAST MEETING**

The following items were outstanding after the last meeting –

<b>Issue &amp; Date</b>	<b>Summary</b>	<b>Action Being Taken</b>	<b>By</b>	<b>Estimated Completion</b>
<b>Officers' Expenses</b> Minute 5(a), 10/6/10	Committee requested a note be circulated explaining all benefits payable to officers,	Most of the information requested was contained in a report	Director of Resources/Assistant Chief Executive (HR)	August 2010

	including interview and relocation expenses, lease cars, telephones and bonuses.	to the Sub-committee on 22 <sup>nd</sup> September 2009. Additional information is being collated for circulation.		
<b>Pension Fund</b> Minute 5 (c), 10/6/10	Pensions Investment Sub-Committee to consider the External Audit Plan for the pension Fund.	The Pensions Investment Sub-Committee is considering this on 8 <sup>th</sup> September 2010.	Assistant Director of Resources (Audit and Technical)	September 2010
<b>Transition Team</b> Minute 45 23/3/10	Report referred to CYP PDS and A&C PDS	Report considered A&C PDS on 27/7/10 – Committee noted that all the actions in the internal audit report had been completed.	Democratic Services Manager	July 2010
<b>Value for Money Reporting</b> Minute 46, 23/3/10	Report referred to I&E Sub-Committee	Report due to go to I&E Sub-Committee on 13 <sup>th</sup> October 2010	Democratic Services Manager	October 2010
<b>Direct Payments</b> Minute 50/1, 23/3/10	Report referred to A&C PDS Committee.	Report considered and noted by A&C PDS on 27/7/10.	Democratic Services Manager	July 2010
<b>Cash Payments</b> Minute 6 (a) 10/6/010	Requested further report to next meeting	See Progress Report – Para 3.2	Deputy Chief Internal Auditor	September 2010

<b>Debtors</b> Minute 6 (d) 10/6/10	Requested further report to next meeting with timescales for completion of reconciliations and recovery actions with appropriate charts.	See Progress Report – Para 3.9	Deputy Chief Internal Auditor	September 2010
<b>Housing Benefit Update</b> Minute 6 (f) 10/6/10	Requested that Brendan Costello (LB Greenwich) attend the next meeting.	Mr Costello will be at the meeting. See Progress Report – Para 3.46.	Deputy Chief Internal Auditor	September 2010
<b>Internal Audit Annual Report</b> 2009/10 Minute 7 10/6/10	Requested that (a) value for money and proactively identifying fraud and prosecuting offenders should feature in the objectives for Internal Audit, (b) a breakdown of recommendations by Department, (c) a re-formatted table of priority 1s.	See Progress Report – Para 3.21 and appendices H, I and J.	Deputy Chief Internal Auditor	September 2010
<b>Internal Audit and Value for Money Reporting</b> Minute 9 10/6/10	The Sub-Committee made a number of suggestions which are picked up in the report on this agenda.	See further report on Value for Money Reporting on this agenda	Deputy Chief Internal Auditor	September 2010

## 6 PRESENTATION BY THE CHAIRMAN

## 7 INTERNAL AUDIT PROGRESS REPORT (Pages 13 - 90)

### 3.1 Outstanding Matters

- 3.2 Use of Cash Payments across the Council
- 3.9 Debtors
- 3.21 Annual Audit Report
- 3.25 Direct Payments

- 3.27 Previous Priority One Recommendations
- 3.29 Progress and new issues since the last meeting
- 3.34 Academy Status

**3.35 Current Matters**

- 3.37 New Priority One Recommendations
- 3.39 FMSiS Assessment of Secondary School 2009/10
- 3.44 Emergency Accommodation & Rent Accounts
- 3.46 Housing Benefit Update
- 3.50 Waivers

**3.56 Other Matters**

- 3.57 Benchmarking
- 3.62 Partnership Working
- 3.64 Audit Commission
- 3.67 Risk Management

**8 INTERNAL AUDIT AND VALUE FOR MONEY REPORTING (Pages 91 - 116)**

**9 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.

<u>Items of Business</u>	<u>Schedule 12A Description</u>
<p><b>10 EXEMPT MINUTES OF THE MEETING HELD ON 10TH JUNE 2010 (Pages 117 - 118)</b></p>	<p>Any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.</p>
<p><b>11 INTERNAL AUDIT FRAUD AND INVESTIGATION PROGRESS REPORT (Pages 119 - 136)</b></p>	<p>Any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.</p>
<p><b>12 ANNUAL INTERNAL AUDIT FRAUD AND INVESTIGATION PROGRESS REPORT (Pages 137 - 158)</b></p>	<p>Any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.</p>

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