



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

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DATE: 25 November 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
MONDAY 6 DECEMBER 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

A G E N D A

1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

2 DECLARATIONS OF INTEREST

3 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 Tuesday 30th November 2010 and to respond.

4 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 16TH SEPTEMBER 2010 EXCLUDING THOSE CONTAINING EXEMPT INFORMATION (Pages 5 - 10)

5 MATTERS OUTSTANDING FROM THE LAST MEETING

Issue & Date	Summary	Action Being Taken	By	Estimated Completion
Officers' Expenses Minute 5(a), 16/9/10	Sub-Committee requested that a note be circulated adding the costs and numbers for each of the entitlements.	See Internal Audit Progress Report.	Deputy Chief Internal Auditor	December 2010

Use of Cash Payments across the Council Minute 19 (a) 16/9/10	Sub-Committee requested a further progress report, and that the Head of Corporate Procurement attend the meeting.	See Internal Audit Progress Report – the Head of Corporate Procurement has been invited to attend.	Head of Corporate Procurement	December 2010
Debtors Minute 19 (b) 16/9/10	Sub-Committee requested further information to be submitted in the next report to E&R PDS Committee.	See Revenue Services Monitoring Report to Executive and Resources PDS Committee on 1 st December 2010.	Deputy Chief Internal Auditor	December 2010
Previous Priority One Recommendations Minute 19 (d) 16/9/10	Sub-Committee suggested that in future the report highlight recommendations where there was a risk of fraud.	An extra column has been provided in the Internal Audit Progress Report.	Deputy Chief Internal Auditor	December 2010
FMSiS Assessment of Secondary School Minute 19 (f) 16/9/10	Sub-Committee suggested that CYP PDS Committee be asked to request that all Internal Audit reports are considered at a full meeting of the school's governing body.	Report to CYP PDS on 30 th November 2010	Democratic Services Manager	November 2010
Housing Benefit Update Minute 19 (g) 16/9/10	Sub-Committee requested a further update at the next meeting.	See Internal Audit Progress Report.	Deputy Chief Internal Auditor	December 2010
Waivers Minute 19 (h) 16/9/10	Sub-Committee commented that Waivers should be scrutinised by PDS Councillors and that more information should be provided in the "reason" column.	Future lists of Waivers will provide the additional level of information as requested.	Deputy Chief Internal Auditor	December 2010

Partnership Working Minute 19 (j) 16/9/10	Sub-Committee requested that the Executive examine the possibilities for further joint working.	Opportunities for partnership working are being considered.	Assistant Director: Audit & Technical	December 2010
Risk Management Minute 19 (l) 16/9/10	Sub-Committee suggested that the one page guide to risk management be offered to other Councils.	The document has been circulated to appropriate officer networks.	Deputy Chief Internal Auditor	December 2010
Internal Audit and Value for Money Reporting Minute 20 16/9/10	Report referred to (a) I&E Sub-Committee, (b) Development Control Committee and Renewal & Recreation PDS Committee (re Building Control), and (c) Adult and Community PDS Committee (re Homecare)	(a) I&E Sub-Committee endorsed the approach to VfM reporting at their meeting on 13 th October 2010. (b) Development Control Committee to consider on 23 rd November and Renewal and Recreation PDS Committee to consider on 7 th December. (c) Adult and Community PDS Committee to consider on 25 th January 2011.	Democratic Services Manager	January 2011

6 EXTERNAL AUDIT REPORTS (A) 2009/10 REPORT TO THOSE CHARGED WITH GOVERNANCE (ISA 260) (B) 2009/10 ANNUAL AUDIT LETTER (Pages 11 - 14)

This report is also due to be considered by the Executive on 8th December 2010. The accompanying documents, the 2009/10 report to those charged with governance and the 2009/10 Annual Audit Letter, are being circulated under separate cover.

7 CODE OF CORPORATE GOVERNANCE (Pages 15 - 32)

8 INTERNAL AUDIT PROGRESS REPORT (Pages 33 - 66)

3.1 Outstanding Matters

- 3.2 Use of Cash Payments across the Council
- 3.14 Previous Priority One Recommendations
- 3.17 Progress and new issues since the last meeting
- 3.23 Value for Money (VfM)

3.26 Current Matters

- 3.27 New Priority One Recommendations
- 3.44 Officer expenses
- 3.47 Housing Benefit Update
- 3.50 Publicity of Housing Benefit cases
- 3.57 Housing Benefit - future proposals
- 3.67 Partnership Working
- 3.77 Risk Management

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>
10	EXEMPT MINUTES OF THE MEETING HELD ON 16TH SEPTEMBER 2010 (Pages 67 - 70)	Any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.
11	INTERNAL AUDIT FRAUD AND INVESTIGATION PROGRESS REPORT (Pages 71 - 92)	Any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

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