



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

TELEPHONE: 020 8464 3333

CONTACT: Steve Wood
stephen.wood@bromley.gov.uk

DIRECT LINE: 020 8313 4316

DATE: 1st March 2021

To: Members of the
AUDIT SUB-COMMITTEE

Councillor Neil Reddin FCCA (Chairman)
Councillor Robert Evans (Vice-Chairman)
Councillors Gareth Allatt, Ian Dunn, Keith Onslow, Tony Owen and Stephen Wells

A meeting of the Audit Sub-Committee will take place virtually on **TUESDAY 9 MARCH 2021 AT 6.30 PM**

MARK BOWEN
Director of Corporate Services

Copies of the documents referred to below can be obtained from
<http://cds.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 3RD NOVEMBER 2020 (EXCLUDING THOSE CONTAINING EXEMPT INFORMATION) (Pages 5 - 16)**
- 4 **QUESTIONS TO THE AUDIT SUB COMMITTEE**

In accordance with the Council's Constitution, questions that are not specific to reports on the agenda must have been received in writing 10 working days before the date of the meeting. So any questions for the Audit Sub Committee would have been due to be received by close of business on 23rd February 2021.

Questions specifically concerning reports on the agenda should be received within two working days of the publication date of the agenda. Therefore, please ensure that questions specifically regarding reports on the agenda are received by the Democratic Services Team by **5pm on 3rd March 2021**.

Any questions for reports on the agenda can be sent direct to stephen.wood@bromley.gov.uk

5 MATTERS ARISING (Pages 17 - 20)

6 INTERNAL AUDIT REPORTS PUBLISHED ON THE COUNCIL WEBSITE

Internal Audit has published the following reports on the Council Website:

1. Community Testing Grant Letter of Confirmation.
2. Covid 19 Claim Process for the Retail, Hospitality and Leisure Grant Fund Scheme
3. Covid 19 Claim Process for the Small Business Grant Fund Scheme
4. Review of Purchasing Cards
5. Review of Payroll, Expenses, Allowances and Overtime

The link to the reports is:

<https://cds.bromley.gov.uk/ieListDocuments.aspx?CId=559&MId=7192&Ver=4>

Please advise by 5.00pm on 3rd March if you have any questions regarding these reports.

7 ANNUAL INTERNAL AUDIT PLAN 2021-22 AND INTERNAL AUDIT CHARTER (Pages 21 - 40)

8 INTERNAL AUDIT PROGRESS REPORT (Pages 41 - 64)

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.

Items of Business

Schedule 12A Description

10 INTERNAL AUDIT FRAUD AND INVESTIGATION REPORT (Pages 65 - 80)

- 11 EXEMPT MINUTES OF THE MEETING HELD ON 3RD NOVEMBER 2020 (Pages 81 - 82)** Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

.....