

PART 1 - PUBLIC

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**Decision Maker:**     **Audit Sub-Committee**

**Date:**                **16<sup>th</sup> March 2011**

**Decision Type:**     Non-Urgent                    Non-Executive                    Non-Key

**Title:**                **MATTERS OUTSTANDING FROM PREVIOUS MEETINGS**

**Contact Officer:**    Lauren Wallis, Democratic Services Officer  
Tel: 020 8461 7594   E-mail: lauren.wallis@bromley.gov.uk

**Chief Officer:**     Mark Bowen - Director of Legal, Democratic and Customer Services

**Ward:**                Not applicable

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1.    Reason for report

- 1.1   To advise the Sub-Committee of matters outstanding from previous meetings and progress made. Twenty items are listed from the Sub-Committee's two previous meetings.
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2.    **RECOMMENDATION(S)**

**That progress with matters outstanding from previous meetings be noted.**

### Corporate Policy

1. Policy Status: N/A.
  2. BBB Priority: Excellent Council.
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### Financial

1. Cost of proposal: N/A
  2. Ongoing costs: N/A.
  3. Budget head/performance centre: Democratic Services
  4. Total current budget for this head: £434,444
  5. Source of funding: 2010/11 Budget
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### Staff

1. Number of staff (current and additional): There are 10 posts in the Democratic Services Team
  2. If from existing staff resources, number of staff hours: Monitoring the Committee's matters arising takes a few hours staff time between each meeting.
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### Legal

1. Legal Requirement: No statutory requirement or Government guidance.
  2. Call-in: Call-in is not applicable. This report does not involve an executive decision.
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### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): This report is intended primarily for the benefit of Sub-Committee Members.
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### Ward Councillor Views

1. Have Ward Councillors been asked for comments? No.
2. Summary of Ward Councillors comments: N/A

### 3. COMMENTARY

- 3.1 Attached is a list of matters outstanding from previous meetings of the Audit Sub-Committee and progress made on those matters. Would Members please note that once an outstanding matter is considered completed by the Sub-Committee then it will be removed from future lists.

<b>Non-Applicable Sections:</b>	Policy, Financial, Legal and Personnel.
Background Documents: (Access via Contact Officer)	The minutes of previous meetings of the Audit Sub-Committee

**AUDIT SUB-COMMITTEE - MATTERS OUTSTANDING FROM PREVIOUS MEETINGS**

<b>Issue &amp; Date</b>	<b>Summary</b>	<b>Action Being Taken</b>	<b>By</b>	<b>Estimated Completion</b>
<b>FMSiS Assessment of Secondary Schools</b> Minute 19(f) 16.09.10	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.	Considered by CYP PDS Committee on 24.01.11 who endorsed the recommendations received from Audit Sub-Committee.	Democratic Services Manager	December 2010 <b>COMPLETE</b>
<b>Waivers</b> Minute 19(h) 16.09.10	Commented that Waivers should be scrutinised by PDS Councillors and that more information should be provided in the "reason" column	Waivers will provide the additional level of information as requested. See Progress Report.	Deputy Chief Internal Auditor	Every meeting of Audit Sub
<b>Partnership Working</b> Minute 19(j) 16.09.10	Requested that the Executive examine the possibilities for further joint working.	Opportunities for partnership working are being considered. See further update on Progress Report.	Assistant Director: Audit & Technical	March 2011
<b>Internal Audit and Value for Money Reporting</b> Minute 20 16.09.10	Report referred to (a) I&E Sub-Committee, (b) Development Control Committee and Renewal and Recreation PDS Committee (re Building Control) and (c) Adult and Community PDS Committee (re Homecare).	I&E Sub-Committee (13.10.10), Development Control Committee (23.11.10), Renewal and Recreation PDS Committee (07.12.10) and Adult and Community PDS Committee (25.01.11) endorsed the approach to VfM reporting.	Democratic Services Manager	January 2011 <b>COMPLETE</b>
<b>Use of Cash Payments across the Council – Purchase Cards &amp; Pre-paid Cards</b> Minute 32(a) 06.12.11	Audit Sub-Committee requested an update report on Purchase Cards and Pre-paid Cards.	Next update to be considered by Audit Sub-Committee in December 2011	Deputy Chief Internal Auditor	December 2011
<b>General Debtors</b> Minute 32(b)(i) 06.12.10	It was suggested that more detailed information on the debtors in each of the subsets listed be included in Appendix (i).	More detailed information on the debtors being included in the report submitted to the E&R PDS Committee. See Progress Report.	Head of Benefits	March 2011
<b>School Debtors</b> Minute 32(b)(i) 06.12.10	What action was being taken to resolve the dispute between school and department relating to fees.	See Progress Report.	Head of CYP Finance	March 2011 <b>COMPLETE</b>

<b>General Debtors</b> Minute 32(b)(i) 06.12.10	It was agreed that a report outlining the issues of school debts to be submitted to CYP PDS Committee.	Report to CYP PDS Committee on 03.05.11.	Head of CYP Finance	CYP PDS on 03.05.11
<b>A&amp;CS Debtors</b> Minute 32(b)(i) 06.12.10	It was agreed that a report including the breakdown of the ACS-General category for debts over a year old be submitted to A&C PDS Committee and the Committee be asked to make recommendations on how to reduce the level of long term debt.	Addressed in the progress report and will be reported to the next meeting of A&C PDS Committee on 29.03.11.	Deputy Chief Internal Auditor	A&C PDS on 29.03.11
<b>C&amp;YP Officers' Expenses</b> Minute 32(b)(iii) 06.12.10	Email to Audit Sub-Committee outlining the reasons for the increases in expenses of CYP Dept together with the number of officers claiming the expenses.	See Progress Report.	Head of Finance (CYP)	March 2011 <b>COMPLETE</b>
<b>Housing Benefit Update</b> Minute 32(b)(iv) 06.12.10	A Housing Benefit update to be provided to the next meeting of the Audit Sub-Committee.	This issue will be addressed in the Progress Report.	Deputy Chief Internal Auditor	March 2011
<b>Housing Benefit Claimant Information</b> Minute 32(b)(iv) 06.12.10	Resolved that a proposal for advising claimants about benefit fraud prosecutions be presented to the next meeting of the Audit Sub-Committee.	This matter is in hand and will be addressed in the Progress Report.	Deputy Chief Internal Auditor	March 2011
<b>Housing Benefit – Letter to Minister re Housing Benefit Centralisation</b> Minute 32(b)(iv) 06.12.10	The Chairman to write to the DWP on behalf of the Audit Sub to outline concerns regarding the Government's proposals for the investigation of benefit fraud.	Audit officers forwarded a draft letter to the Chairman of Audit Sub-Committee.	Chairman of the Audit Sub-Committee.	March 2011
<b>Emergency Accommodation and Rent Accounts</b> Minute 35/1 (a) 06.12.10 (Part 2)	Outcomes of investigation to be reported to the next meeting of Audit Sub-Committee.	See Fraud Investigation Report	Head of Benefits	March 2011

<b>Emergency Accommodation Follow Up of Priority One</b> Minute 35/1 (a) 06.12.10 (Part 2)	Outcomes of investigation to be reported to the next meeting of Audit Sub-Committee.	See Fraud Investigation Report	Deputy Chief Internal Auditor	March 2011
<b>Children and Family Centres</b> Minute 35/1 (b) 06.12.10 (Part 2)	1. This matter was referred to CYP PDS Committee for consideration; 2. Audit Sub-Committee to receive a further report providing more detail regarding the issues raised; and 3. Officers to consider pursuing the two individuals involved for fraud.	1. This matter was considered by CYP PDS Committee on 24.01.11 that made a number of recommendations to be considered by the Portfolio Holder. 2. Audit to receive a further report providing more detail regarding the issues raised in March 2011; and 3. Officers to consider pursuing the two individuals involved for fraud.	Director of CYP to be invited to the meeting.	March 2011
<b>Burnt Ash Primary School</b> Minute 35/1 (c) 06.12.10 (Part 2)	A report to be presented to CYP PDS Committee (20.12.10).	The report was submitted to CYP PDS Committee on 24.01.11 and the outcome is recorded in the confidential minutes of this meeting. Further update to the Committee in March 2011	Head of Finance - CYP	March 2011
<b>Student Exemption Fraud – Case 257</b> Minutes 35/1 (e) 06.12.10 (Part 2)	Resolved that the Department of Education be notified of this case.	Chairman to send letter to Department of Education. The CLG has been informed if this issue and is taking action. Further update to future meeting.	Deputy Chief Internal Auditor / Chairman	June 2011
<b>Intercepted Cheque – Hayes Primary School</b> Minute 35/1 (f) 06.12.10 (Part 2)	The Chairman to write, on behalf of Audit Sub-Committee, to the Chairman of the Bank drawing attention to the matter and the lack of co-operation received by the Council.	Action deferred as the update may negate the need to write to the bank. See Fraud Investigation Report.	Chairman of Audit Sub-Committee	June 2011
<b>Council Tax Exemptions</b> Minute 35/1 (g) 06.12.10 (Part 2)	Resolved that a report outlining a breakdown of exemption statistics be considered at the next meeting of Audit Sub-Committee.	Addressed in the March 2011 report.	Head of Benefits	March 2011 <b>COMPLETE</b>