

PART 1 - PUBLIC

Decision Maker: **Audit Sub-Committee**

Date: **16th June 2011**

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

Title: **MATTERS OUTSTANDING FROM PREVIOUS MEETINGS**

Contact Officer: Lauren Wallis, Democratic Services Officer
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Chief Officer: Mark Bowen - Director of Resources

Ward: Not applicable

1. Reason for report

- 1.1 To advise the Sub-Committee of matters outstanding from previous meetings and progress made.
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2. RECOMMENDATION

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.

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| Non-Applicable Sections: | 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

| Issue & Date | Summary | Action Being Taken | By | Estimated Completion |
|---|--|---|--|-----------------------------|
| General Debtors 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 referred to CYP PDS Committee. | Head of CYP Finance | June or September 2011 |
| A&CS Debtors 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. Report referred to A&C PDS Committee. | Head of A&CS Finance | June or July 2011 |
| Housing Benefit – Letter to Minister re Housing Benefit Centralisation 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. | Letter sent by Chairman and response received. Matter closed. | Chairman of the Audit Sub-Committee/ Chief Internal Auditor | March 2011 |
| Burnt Ash Primary School 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 Sub-Committee in June 2011 in Part 2 of the meeting. | Head of Finance - CYP | March 2011 |
| Student Exemption Fraud – Case 257 Minutes 35/1 (e) 06.12.10 (Part 2) | Resolved that the Department of Education be notified of this case. | Letter sent by Chairman and response received. Matter closed. | Deputy Chief Internal Auditor / Chairman | June 2011 |
| Intercepted Cheque – Hayes Primary School 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. | Police investigated. Matter is now closed. Please refer to Part 2. | Chief Internal Auditor | June 2011 |

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| Parking Income Minute 44 (g) 16.03.11 | The Sub-Committee to be emailed with the details of the checks made when considering car parking income. | The Sub-Committee was emailed with the details of the checks made when considering car parking income. See Internal Audit Progress Report. | Deputy Chief Internal Auditor | COMPLETE |
| CareLink Minute 44 (j) 16.03.11 | A report regarding the CareLink audit issues be submitted to the next meeting for the Sub-Committee. | See Internal Audit Progress Report | Deputy Chief Internal Auditor | June 2011 COMPLETE |
| Risk Register Minute 44 (l) 16.03.11 | The updated Risk Register be submitted to the next meeting of the Sub-Committee. | See Internal Audit Progress Report | Deputy Chief Internal Auditor | June 2011 COMPLETE |
| Previous Priority One Recommendations (Appendix B) Minute 44 (m) 16.03.11 | A report on parking income reconciliation be submitted to the next meeting of the Sub-Committee. | See Internal Audit Progress Report | Deputy Chief Internal Auditor | June 2011 |
| Children and Family Centres Minute 49/1 (c) 16.03.11 (Part 2) | (a) The Chairman of the Audit Sub-Committee be informed of the outcome on the audit regarding family centres; (b) this matter be referred to CYP PDS Committee 03.05.11; (c) that the staff who bought this matter to light be thanked; and (d) a report on this matter be submitted to the next meeting of the Sub-Committee. | (a) (b) this matter was referred to CYP PDS Committee on 03.05.11 (c) (d) see Internal Audit Fraud and Investigation Progress Report | (a) Democratic Services Manager (b) (c) (d) Deputy Chief Internal Auditor | June 2011 |
| Libraries – Case 270 Minute 49/1 (e) 16.03.11 (Part 2) | A report on this matter be submitted to the next meeting of the Sub-Committee. | See Internal Audit Fraud and Investigation Progress Report | Deputy Chief Internal Auditor | June 2011 COMPLETE |
| Council Tax Exemption Fraud –Case 288 Minute 49/1 (f) 16.03.11 (Part 2) | A report on this matter be submitted to the next meeting of the Sub-Committee. | See Internal Audit Fraud and Investigation Progress Report | Deputy Chief Internal Auditor | June 2011 COMPLETE |