



City of Westminster

Title:

Audit & Performance Committee

5/2012

Meeting Date:

Wednesday 21st November 2012

Time:

7.00pm

Venue:

**Committee Rooms 3 & 4, 17th Floor, City Hall,
64 Victoria Street, SW1**

Members:

Councillors:

Tim Mitchell (Chairman)

Lindsey Hall (Vice-Chairman)

David Boothroyd

Jean-Paul Floru

Ian Rowley

Judith Warner



Members of the public are welcome to attend the meeting and listen to the discussion of Part 1 of the Agenda.

Admission to the public gallery is by ticket, issued from the ground floor reception at City Hall from 6.30pm. If you have a disability and require any special assistance please contact the Committee Officer (details provided below).



An induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter. If you require any further information, please contact

Naomi Stauber

Committee and Scrutiny Officer

Legal and Democratic Services

Tel: 020 7641 2341

Email: nstauber@westminster.gov.uk

Corporate Website: www.westminster.gov.uk

Note for Members: Members are reminded that Officer contacts are shown at the end of each report and Members are welcome to raise questions in advance of the meeting. With regard to item 1, guidance on declarations of interests is included in the Code of Governance; if Members and Officers have any particular questions they should contact the Head of Legal and Democratic Services in advance of the meeting please.

AGENDA

PART 1 (IN PUBLIC)

Section 1: Administrative Items

1. MEMBERSHIP, MINUTES AND DECLARATIONS OF INTEREST

- 1.1 To note any changes to the membership.
- 1.2 To approve the minutes of the Committee meeting held on 25th September 2012.
- 1.3 To receive declarations of interest by Members and Officers of any personal or prejudicial interests.

Pages 1 - 9

Section 2: Work of the Audit & Performance Committee

- 2. WORK PROGRAMME**
- a) Process & Audit
 - b) Procurement & Resources
 - c) Property
 - d) People
 - e) Benefit Fraud

Report of the Head of Legal and Democratic Services

Pages 11 - 26

Section 3: Periodic Monitoring and Other Reports

3. AUDIT COMMISSION ANNUAL AUDIT LETTER

Report of the Chief Operating Officer

Pages 27 - 36

4. MAINTAINING HIGH ETHICAL STANDARDS AT THE CITY COUNCIL

Report of the Head of Legal and Democratic Services and the Chief Operating Officer

Pages 37 - 78

5. CORPORATE COMPLAINTS REVIEW 2011/12	Pages 79 - 114
Report of the Chief Operating Officer	
6. INTERNAL AUDIT & COUNTER FRAUD SUMMARY MONITORING REPORT AUGUST – OCTOBER 2012	Pages 115 - 120
Report of the Chief Operating Officer	
7. FINANCE & BUSINESS PLAN PERFORMANCE REPORT QUARTER 2	Pages 121 - 158
Report of the Chief Executive and Chief Operating Officer	
8. ANY OTHER BUSINESS THE CHAIRMAN CONSIDERS URGENT	

Peter Large
Head of Legal and Democratic Services
12th November 2012