



City of Westminster

Title:

Audit & Performance Committee

3/2012

Meeting Date:

Wednesday 27th June 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

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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 the new membership of the Committee, as agreed at the Annual Council meeting on 16th May 2012.
- 1.2 To note that Councillor Lindsey Hall has been appointed as Vice-Chairman of the Committee.
- 1.3 To approve the minutes of the Committee meeting held on 29 March 2012, and the minutes of the meeting of the Standing Committees held on 16th May 2012.
- 1.4 To receive declarations of interest by Members and Officers of any personal or prejudicial interests.

Page 1 - 12

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

Page 13 - 28

Section 3: Periodic Monitoring and Other Reports

3. AUDIT COMMISSION EXTERNAL AUDIT PROGRESS REPORT - AUDIT 2011/12

Report of the Chief Operating Officer

Page 29 - 60

4. ANNUAL STATEMENT OF ACCOUNTS	To Follow
Report of the Chief Operating Officer	
5. GOVERNANCE REVIEW 2011/12	Page 61 - 75
Report of the Chief Operating Officer	
6. INTERNAL AUDIT & COUNTER FRAUD YEAR END SUMMARY MONITORING REPORT 2011/12	Page 76 - 87
Report of the Chief Operating Officer	
7. ANNUAL CONTRACTS REVIEW 2011/12	Page 88 - 105
Report of the Chief Procurement Officer	
8. YEAR END FINANCE & BUSINESS PLAN PERFORMANCE REPORT	Finance Section to Follow
Report of the Chief Executive and Chief Operating Officer	Page 106 – 139
9. ANY OTHER BUSINESS THE CHAIRMAN CONSIDERS URGENT	

Peter Large
Head of Legal and Democratic Services
19th June 2012