



City of Westminster

Committee Agenda

Title:

Audit & Performance Committee

1/2014

Meeting Date:

Tuesday 4th February 2014

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

Ellie Simpkin

Senior Committee and Governance Officer

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Email: esimpkin@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 26 November 2013.
- 1.3 To receive declarations of interest by Members and Officers of any personal or prejudicial interests.

Pages 1 - 5

Section 2: Work of the Audit & Performance Committee

2. WORK PROGRAMME 2013/14

- a) Process & Audit
- b) Procurement & Resources
- c) Property
- d) People
- e) Benefit Fraud

Report of the Head of Legal and Democratic Services

Pages 6 - 22

Section 3: Periodic Monitoring and Other Reports

3. KPMG ANNUAL REPORT ON GRANT CERTIFICATION ARRANGEMENTS

Report of the Acting Chief Financial Officer

Pages 23 - 32

4. MAINTAINING HIGH ETHICAL STANDARDS AT THE CITY COUNCIL

Report of the Head of Legal & Democratic Services

Pages 33 - 44

5. HUB WESTMINSTER	Pages 45 - 49
Report of the Strategic Director Built Environment	
6. INTERNAL AUDIT AND COUNTER FRAUD SUMMARY MONITORING REPORT	Pages 50 - 61
Report of the Acting Chief Financial Officer	
7. QUARTER 2 FINANCE & BUSINESS PLAN PERFORMANCE REPORT	Pages 62 – 90
Report of the Chief Executive and the Acting Chief Financial Officer	
8. ANY OTHER BUSINESS THE CHAIRMAN CONSIDERS URGENT	-

Peter Large
Head of Legal and Democratic Services
27th January 2014