



City of Westminster

# Committee Agenda

Title: **Audit and Performance Committee**

Meeting Date: **Wednesday 4th February, 2015**

Time: **7.00 pm**

Venue: **Rooms 3 & 4 - 17th Floor, City Hall**

Members: **Councillors:**

Jean Paul Floru (Chairman)  
Lindsey Hall (Vice-Chairman)  
David Boothroyd  
Judith Warner

**Members of the public are welcome to attend the meeting and listen to the discussion 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 listed below) in advance of the meeting.**



**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 the Committee Officer, Reuben Segal.**

**Tel: 020 7641 3160 Email: [rsegal@westminster.gov.uk](mailto:rsegal@westminster.gov.uk)  
Corporate Website: [www.westminster.gov.uk](http://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 2, 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 & Democratic Services in advance of the meeting please.

## **AGENDA**

### **PART 1 (IN PUBLIC)**

**1. MEMBERSHIP**

To note any changes to the membership.

**2. DECLARATIONS OF INTEREST**

To receive declarations by Members and Officers of the existence and nature of any personal or prejudicial interests in matters on this agenda.

**3. MINUTES**

To approve the minutes of the meeting held on 26th of November 2014.

**(Pages 1 - 6)**

**4. MAINTAINING HIGH ETHICAL STANDARDS AT THE CITY COUNCIL**

Report of the Head of Legal and Democratic Services

**(Pages 7 - 18)**

**5. QUARTER 3 FINANCE & PERFORMANCE BUSINESS PLAN MONITORING REPORT**

Report of the City Treasurer and Director of Communications and Strategy

**(Pages 19 - 36)**

**6. INTERNAL AUDIT AND COUNTER FRAUD MONITORING REPORT**

Report of the City Treasurer

**(Pages 37 - 54)**

**7. INTERNAL AUDIT PLAN 2015-16**

Report of the City Treasurer

**(Pages 55 - 68)**

**8. KPMG CERTIFICATION OF CLAIMS AND RETURNS ANNUAL REPORT (AUDIT 2013/14)**

Report of the City Treasurer

**(Pages 69 - 74)**

**9. KPMG ANNUAL AUDIT PLAN 2015-16**

Report of the City Treasurer

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**10. WORK PROGRAMME 2014-15**

Report of the Head of Legal and Democratic Services

(Pages 107 -  
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**Peter Large**  
**Head of Legal & Democratic Services**  
**27 January 2015**