



London Borough of Hammersmith & Fulham

# Audit and Pensions Committee

## Agenda

**TUESDAY  
29 JUNE 2010**

**7.00 pm**

**COMMITTEE ROOM 1  
HAMMERSMITH  
TOWN HALL  
KING STREET  
LONDON W6 9JU**

### **Membership**

Councillor Michael Adam (Chairman)  
Councillor Nicholas Botterill  
Councillor Marcus Ginn  
Councillor Robert Iggulden  
Councillor Michael Cartwright  
Councillor PJ Murphy

If you require further information relating to any item on this agenda please contact:

Owen Rees  
Hammersmith Town Hall  
Tel: 0208 753 2088

e-mail:owen.rees@lbhf.gov.uk

**Members of the Public are welcome to attend.  
A loop system for hearing impairment is provided,  
along with disabled access to the building**

**Issue Date: 21 June 2010**

Reports on the agenda are available on the Council's website: -

[http://www.lbhf.gov.uk/Directory/Council\\_and\\_Democracy/](http://www.lbhf.gov.uk/Directory/Council_and_Democracy/)

**Agenda**

---

<u>Item</u>	<u>Pages</u>
<b>1. MINUTES OF THE MEETING OF THE AUDIT COMMITTEE OF 23 MARCH 2010 AND THE MEETING OF THE PENSION FUND PANEL OF 16 MARCH 2010</b>	1 - 13
<p>(a) To approve as an accurate record and the Chairman to sign the minutes of the meeting of the Audit Committee of the 23<sup>rd</sup> March 2010 and the open minutes of the meeting of the Pension Fund Panel of 16<sup>th</sup> March 2010.</p> <p>(b) To note the outstanding actions.</p>	
<b>2. APOLOGIES FOR ABSENCE</b>	
<b>3. DECLARATIONS OF INTEREST</b>	
<p>If a Councillor has any prejudicial or personal interest in a particular item, they should declare the existence and nature of the interest at the commencement of the consideration of that item or as soon as it becomes apparent.</p> <p>At meetings where members of the public are allowed to be in attendance and speak, any Councillor with a prejudicial interest may also make representations, give evidence or answer questions about the matter. The Councillor must then withdraw immediately from the meeting before the matter is discussed and any vote taken, unless a dispensation has been obtained from the Standards Committee.</p> <p>Where Members of the public are not allowed to be in attendance, then the Councillor with a prejudicial interest should withdraw from the meeting whilst the matter is under consideration unless the disability has been removed by the Standards Committee.</p>	
<b>4. MEMBERSHIP AND TERMS OF REFERENCE</b>	14 - 18
<p>This report sets out the membership and terms of reference of the Committee</p>	
<b>5. PENSION VALUE AND INVESTMENT PERFORMANCE</b>	19 - 38
<p>This report, prepared by P-Solve, provides details of the performance</p>	

and the market value of the Council's pension fund investments for the quarter ending 31st December 2009.

- 6. EXTERNAL AUDIT PROGRESS REPORT** 39 - 47

This report summarises external audit work since the meeting of the Council's Audit Committee on 23 March 2010.
- 7. 2010/11 EXTERNAL AUDIT FEE LETTERS** 48 - 56

These letters detail the 2010/11 external audit fees for the Council and Pension Fund.
- 8. AUDIT COMMISSION RECOMMENDATIONS UPDATE** 57 - 68

The report updates the Committee on the implementation of Audit Committee recommendations.
- 9. LONDON BOROUGH OF HAMMERSMITH AND FULHAM STATEMENT OF ACCOUNTS FOR 2009/10** 69 - 208

This report presents the 2009/10 statement of accounts. It is a requirement of the Account and Audit Regulations 2003 that the accounts are approved by a committee of the Council, prior to audit.
- 10. WORMWOOD SCRUBS CHARITABLE TRUST ACCOUNTS 2009/10** 209 - 228

This report presents the 2009/10 Wormwood Scrubs Charitable Trust statement of financial activity. The Audit and Pensions Committee is the specific body that the Council has established to receive the annual reports of the trust.
- 11. ANNUAL GOVERNANCE STATEMENT AND REVIEW OF INTERNAL AUDIT** 229 - 238

This Statement forms part of the council's 2009-10 year accounts and is submitted for review by the Committee
- 12. HEAD OF INTERNAL AUDIT ANNUAL ASSURANCE REPORT 2009/10** 239 - 262

This Head of Internal Annual Assurance report is a summary of all audit work undertaken during the 2009/10 year and provides assurances on the overall System of Internal Control, the System of Internal Financial Control, Corporate Governance and Risk Management. In all cases a satisfactory assurance has been provided with the exception of the significant control weaknesses recorded in the report. The report is a

key element of the evidence supporting the Annual Governance Statement (AGS) that forms part of the 2009/10 year annual accounts.

**13. RISK MANAGEMENT PROGRESS REPORT** 263 - 282

This report informs the Committee on the overall arrangements for, and performance of, risk management across the Council.

**14. CORPORATE ANTI FRAUD SERVICE ANNUAL FRAUD REPORT 2009-10** 283 - 297

This is the annual report on the progress made in delivering the 2009-10 year service plans; key results of the work undertaken; and the performance achieved.

**15. INTERNAL AUDIT QUARTERLY REPORT FOR THE PERIOD 1 JANUARY TO 31 MARCH 2010** 298 - 340

This report summarises internal audit activity in respect of audit reports issued during the period to, as well as reporting on the performance of the Internal Audit service.

**16. EXCLUSION OF THE PUBLIC AND PRESS**

The Committee is invited to resolve, under Section 100A (4) of the Local Government Act 1972, that the public and press be excluded from the meeting during the consideration of the following items of business, on the grounds that they contain the likely disclosure of exempt information, as defined in paragraphs 1 and 3 of Schedule 12A of the said Act, and that the public interest in maintaining the exemption currently outweighs the public interest in disclosing the information.

**17. MINUTES OF THE PENSION FUND PANEL OF 16 MARCH 2010- EXEMPT ASPECTS** 341 - 343