

Audit, Pensions and Standards Committee

Agenda

Thursday 27 June 2013

7.00 pm

COURTYARD ROOM- HAMMERSMITH TOWN HALL

MEMBERSHIP

Administration:	Opposition	Co-optees
Councillor Michael Adam (Chairman) Councillor Robert Iggulden Councillor Lucy Ivimy Councillor Charlie Dewhirst	Councillor Michael Cartwright Councillor PJ Murphy (Vice-Chairman)	Eugenie White (t.b.c)

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[http://www.lbhf.gov.uk/Directory/Council and Democracy](http://www.lbhf.gov.uk/Directory/Council_and_Democracy)

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

Date Issued: 24 June 2013

Audit, Pensions and Standards Committee Agenda

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<u>Item</u>	<u>Pages</u>
1. MINUTES OF THE PREVIOUS MEETING	1 - 14
<p>(a) To approve as an accurate record and the Chairman to sign the minutes of the meeting of the Audit, Pensions and Standards Committee on 14 February 2013 and 20 May 2013, and</p> <p>(b) To note the outstanding actions.</p>	
2. APOLOGIES FOR ABSENCE	
3. DECLARATIONS OF INTEREST	
<p><i>If a Councillor has a disclosable pecuniary interest in a particular item, whether or not it is entered in the Authority's register of interests, or any other significant interest which they consider should be declared in the public interest, they should declare the existence and, unless it is a sensitive interest as defined in the Member Code of Conduct, the nature of the interest at the commencement of the consideration of that item or as soon as it becomes apparent.</i></p> <p><i>At meetings where members of the public are allowed to be in attendance and speak, any Councillor with a disclosable pecuniary interest or other significant 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.</i></p> <p><i>Where Members of the public are not allowed to be in attendance and speak, then the Councillor with a disclosable pecuniary interest should withdraw from the meeting whilst the matter is under consideration. Councillors who have declared other significant interests should also withdraw from the meeting if they consider their continued participation in the matter would not be reasonable in the circumstances and may give rise to a perception of a conflict of interest.</i></p> <p><i>Councillors are not obliged to withdraw from the meeting where a dispensation to that effect has been obtained from the Audit, Pensions and Standards Committee.</i></p>	
4. MEMBERSHIP AND TERMS OF REFERENCE	15 - 20
<p>This report sets out the Committee's membership and terms of reference for the 2013-14 municipal year.</p>	
5. APPOINTMENT OF VICE-CHAIRMAN	

6.	APPOINTMENT OF CO-OPTED MEMBER	21 - 22
7.	PENSION VALUE AND INVESTMENT PERFORMANCE	23 - 40
	This report prepared by P-Solve, provides details of the performance and the market value of the Council's pension fund investments for the quarter ending 31 st March 2013. It is attached as Appendix 1.	
8.	ANNUAL REVIEW OF RETIREMENTS 2012-13	41 - 47
	The report draws members attention to the Local Government Pension Scheme retirements that occurred in 2012/2013 and the consequential effect on the pension fund	
	It also reports the number and value of redundancy payments made by the Council in 2012/13 for information.	
9.	HMRC USE OF CONSULTANTS AND INTERIMS - END OF PROJECT EVALUATION	48 - 57
	This report contains, at Appendix 1, the end of project evaluation for the use of consultants and interims previously distributed to the Committee by e-mail.	
10.	CORPORATE ANTI-FRAUD SERVICE ANNUAL REPORT	58 - 74
	This report details the counter fraud work undertaken during the year to 31 st of March 2013 by the Council's Corporate Anti Fraud Service (CAFS) and the plans for the next financial year.	
11.	HEAD OF INTERNAL AUDIT ANNUAL REPORT 2012/13 YEAR	75 - 101
	This Head of Internal Annual Assurance report is a summary of all audit work undertaken during the 2012/13 financial year and provides assurances on the overall System of Internal Control, the System of Internal Financial Control, Corporate Governance and Risk Management.	
12.	COMBINED RISK MANAGEMENT HIGHLIGHT REPORT	102 - 134
	This report updates the Committee of the risks, controls, assurances and management action orientated to manage Enterprise Wide risks.	
13.	TRIBOROUGH RISK MANAGEMENT STRATEGY STATEMENT AND BIBOROUGH RISK MANAGEMENT SERVICE PROVISION	135 - 147
	This report presents to the Committee the TriBorough Risk Management Strategy Statement and Policy Document for 2013 – 2016 (Appendix 1) and outlines the future joint service provision of a BiBorough Risk Management service for the Royal Borough of Kensington and Chelsea and Hammersmith and Fulham Council.	
14.	EXTERNAL AUDIT RECOMMENDATIONS UPDATES & ANNUAL GOVERNANCE STATEMENT ACTION PLAN	148 - 159
	This report summarises:	
	<ul style="list-style-type: none"> • Progress on implementing recommendations arising from the Audit Commission 2011/12 Annual Governance Report • The action plans relating to the control weaknesses identified 	

in the 2011/12 Annual Governance Statement and progress in implementing these action plans.

15. INTERNAL AUDIT CHARTER AND STRATEGY STATEMENT 2013 2014 160 - 174

This report presents to the Committee the Council's Internal Audit Charter and Strategy Statement for 2013 – 2014 at **Appendix 1**. The Charter is a document which explains the processes and procedures required to be in place to enable the Internal Audit Service to carry out its functions effectively and professionally.

16. INTERNAL AUDIT QUARTERLY REPORT 175 - 185

This report summarises internal audit activity in respect of audit reports issued during the period to 31 March 2013, as well as reporting on the performance of the Internal Audit service.

17. 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 3 and 7 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.

18. EXEMPT MINUTES OF THE MEETING ON 20 MAY 2013

19. EXEMPT RETIREMENTS AND REDUNDANCIES