

Audit, Pensions and Standards Committee

Agenda

Wednesday 21 June 2017

7.00 pm

COMMITTEE ROOM 1 - HAMMERSMITH TOWN HALL

MEMBERSHIP

Administration:	Opposition
Councillor Iain Cassidy (Chair) Councillor Ben Coleman Councillor Vivienne Lukey Councillor PJ Murphy Councillor Guy Vincent	Councillor Michael Adam Councillor Nicholas Botterill Councillor Mark Loveday Councillor Donald Johnson

CONTACT OFFICER: David Abbott
Scrutiny Manager
Governance and Scrutiny
☎: 020 8753 2063
E-mail: david.abbott@lbhf.gov.uk

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www.lbhf.gov.uk/councillors-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: 13 June 2017

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<u>Item</u>	<u>Pages</u>
1. MINUTES OF THE PREVIOUS MEETING To approve the minutes of the previous meeting as an accurate record.	1 - 9
2. APOLOGIES FOR ABSENCE	
3. DECLARATIONS OF INTEREST <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	
4. APPOINTMENT OF VICE CHAIR The Committee is asked to elect a Vice Chair from its membership for the 2017-18 Municipal Year.	
5. PENSIONS SUB-COMMITTEE MEMBERSHIP The Committee is asked to agree the membership of the Pensions Sub-Committee for the 2017-18 Municipal Year.	10 - 11

6.	TREASURY OUTTURN REPORT 2016-17	12 - 20
	This report presents the Council's Outturn Treasury Report for 2016-17 in accordance with the Council's treasury management practices.	
7.	UPDATE ON HEALTH AND SAFETY CHECKS	21 - 28
	This report provides an update on actions taken by Property Services since the previous report in March 2017.	
8.	CORPORATE ANTI-FRAUD SERVICE END OF YEAR REPORT 2016-17	29 - 40
	This report provides an account of fraud related activity undertaken by the Corporate Anti-Fraud Service from 1 April 2016 to 31 March 2017.	
9.	INTERNAL AUDIT QUARTERLY REPORT	41 - 53
	This report summarises internal audit activity during the period 1 January to 31 March 2017 as well as reporting on the performance of the Internal Audit service.	
10.	INTERNAL AUDIT REPORT - ST THOMAS OF CANTERBURY 2016-17	54 - 75
11.	AUDIT REPORT - SERVICE CHARGES 2016-17	76 - 89
12.	ANNUAL GOVERNANCE STATEMENT ACTION PLAN AND OUTSTANDING RECOMMENDATIONS FOR EXTERNAL AUDIT	90 - 95
	This report summarises progress implementing recommendations from the External Audit Report 2015/16 and the Annual Governance Statement.	
13.	HEAD OF INTERNAL AUDIT ANNUAL REPORT 2016-17	96 - 119
	This report is a summary of all audit work undertaken during the 2016/17 financial year.	
14.	INTERNAL AUDIT CHARTER 2017	120 - 130
	This provides an updated version of the Internal Audit Charter and Strategy following a review in 2017.	
15.	RISK MANAGEMENT UPDATE	131 - 138
	This report provides an oversight of the Council's key service risks and the processes to facilitate the identification and management of those risks.	
16.	DATE OF NEXT MEETING	
	The next meeting is scheduled for 20 September 2017.	

17. EXCLUSION OF 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. RISK MANAGEMENT UPDATE - EXEMPT ELEMENTS

This items contains the exempt elements of Item 15.