



# Havering

LONDON BOROUGH

## AUDIT COMMITTEE AGENDA

**7.30 pm**

**Wednesday  
29 February 2012**

**Town Hall, Main Road,  
Romford**

Members 6: Quorum 3

### **COUNCILLORS:**

**Conservative Group  
( 4)**

**Residents' Group  
( 1)**

**Labour Group  
( 1)**

**Independent  
Residents' Group  
( 0)**

Georgina Galpin  
(Chairman)

Osman Dervish  
(Vice-Chair)

Roger Ramsey

Frederick Thompson

Clarence Barrett

Denis Breading

**For information about the meeting please contact:**

**James Goodwin 01708 432432**

**email: [james.goodwin@havering.gov.uk](mailto:james.goodwin@havering.gov.uk)**

## **AGENDA ITEMS**

### **1 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman will announce details of the arrangements in case of fire or other events that might require the meeting room or building's evacuation.

### **2 APOLOGIES FOR ABSENCE AND ANNOUNCEMENT OF SUBSTITUTE MEMBERS**

(if any) – received.

### **3 DECLARATION OF INTERESTS**

Members are invited to declare any interests in any of the items on the agenda at this point of the meeting. Members may still declare an interest in any item at any time prior to the consideration of the matter.

### **4 MINUTES OF THE MEETING (Pages 1 - 8)**

To approve as correct the minutes of the meeting held on 21 June 2011 and authorise the Chairman to sign them.

### **5 UPDATE ON OBJECTION TO ACCOUNTS ACTION PLAN**

An oral update will be given by the Head of Service for Housing & Public Protection.

### **6 NDR (NON DOMESTIC RATES)**

An oral update will be given by the Head of Customer Services.

### **7 COMPLAINTS**

An oral update will be given by the Head of Customer Services.

### **8 EXTERNAL AUDIT 2010/11 AUDIT PLAN (Pages 9 - 34)**

Report attached.

### **9 2010/2011 AUDIT REPORT OF GRANT CLAIMS AND RETURNS (Pages 35 - 56)**

Report attached.

**10 ANNUAL REVIEW OF RISK MANAGEMENT ARRANGEMENTS** (Pages 57 - 60)

Report attached.

**11 INTERNAL AUDIT CHARTER AND TERMS OF REFERENCE** (Pages 61 - 78)

Report attached.

**12 AUDIT PLAN AND STRATEGY** (Pages 79 - 94)

Report attached.

**13 INTERNAL AUDIT PROGRESS REPORT** (Pages 95 - 122)

Report attached.

**14 FRAUD PROGRESS REPORT** (Pages 123 - 134)

Report attached.

**15 ANNUAL REVIEW OF AUDIT COMMITTEE EFFECTIVENESS** (Pages 135 - 140)

Report attached.

**16 DEMISE OF AUDIT COMMISSION**

An oral report will be given by the Head of Finance & Procurement.

**17 CLOSURE OF ACCOUNTS TIMETABLE 2011/12** (Pages 141 - 144)

Report attached.

**18 URGENT BUSINESS**

To consider any other item in respect of which the Chairman is of the opinion, by reason of special circumstances which shall be specific in the minutes that the item should be considered at the meeting as a matter of urgency.

**19 EXCLUSION OF THE PUBLIC**

To consider whether the public should now be excluded from the remainder of the meeting on the grounds that it is likely that, in view of the nature of the business to be transacted or the nature of the proceedings, if members of the public were present during those items there would be disclosure to them of exempt information within the meaning of paragraph 3 of Schedule 12A to the Local Government Act 1972; and, if it is decided to exclude the public on those grounds, the Committee to resolve accordingly on the motion of the Chairman.

**20 TREASURY UPDATE (Pages 145 - 150)**

Report attached.

**Ian Buckmaster  
Committee Administration &  
Member Support Manager**