

**AGENDA ITEM: 5**

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Meeting	Audit Committee
Date	27 February 2008
<b>Subject</b>	<b>Member's Item – Invoices for Meals at Home</b>
Report of	Democratic Services Manager
Summary	This report informs the Sub-Committee of a Member's Item and requests instructions from the Committee.

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Officer Contributors	Katy Lam, Democratic Services Officer
Status (public or exempt)	Public
Wards affected	All
Enclosures	None
For decision by	Audit Committee
Function of	Council
Reason for urgency / exemption from call-in (if appropriate)	Not applicable

Contact for further information: Katy Lam, Democratic Services, 020 8359 2015.

## **1. RECOMMENDATIONS**

**1.1 The Committee's instructions are requested.**

## **2. RELEVANT PREVIOUS DECISIONS**

2.1 None.

## **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1 The matter raised relates to the corporate priority of 'Supporting the Vulnerable'.

## **4. RISK MANAGEMENT ISSUES**

4.1 None in the context of this report.

## **5. EQUALITIES AND DIVERSITY ISSUES**

5.1 To allow members of the Sub-Committee to bring a wide range of issues to the attention of the Committee in accordance with the Council's Constitution.

## **6. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

6.1 None.

## **7. LEGAL ISSUES**

7.1 None.

## **8. CONSTITUTIONAL POWERS**

8.1 Constitution Part 3 – Responsibility for Functions – Audit Committee perform functions of the Council including to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process.

8.2 Council Procedure Rules Section 2 – Committees and Sub-Committees – 7.1 – A member will be permitted to have one matter only (with no sub-items) on the agenda for a meeting of a committee or sub-committee on which he/she serves.

8.3 The Democratic Services Manager must receive written notice of a Member's item, at least seven clear working days before the meeting. A working day is deemed to end at 4pm. Any item received after 4pm will be recorded as received on the next working day. The item must be signed by the Member and delivered by hand, fax or e-mail.

## **9. BACKGROUND INFORMATION**

9.1 Councillor Geof Cooke has submitted a Member's Item in the following terms:  
"Why invoices for meals at home and other social care were not correctly issued to vulnerable residents and the way in which payment for the resulting accumulated debts were requested?"

## **10. LIST OF BACKGROUND PAPERS**

10.1 Email from Councillor Geoff Cooke dated 20 January 2008.

10.2 Any person wishing to inspect the background paper above should telephone 020 8359 2015.

Legal – JEL

CFO – CM