

APPENDIX THREE

Summary of Investigation Activity:

Key milestones in the investigations of the Disposal of the Former Poplar Town Hall

Details of key milestone dates are provided below in the investigation process. The purpose of this note is to show key events only as they occurred.

Date	Detail
22 Jan 2014	Council resolves for an for an investigation into Old Poplar Town Hall
27 Jan 2014	Decision published
4 Feb 2014	Draft Terms of reference produced following discussions with the Statutory Officers and KPMG and discussed with all three statutory officers
5 Feb 2014	Meeting with KPMG (District Audit) to discuss planned terms of reference and seek input
10 Feb 2014	Letter of engagement (brief) agreed for the investigation to begin
10 Feb 2014	Investigation begins on site
27 Feb 2014	Interim draft issued to Head of Audit for consideration
28 Feb 2014	Meeting of investigators with Statutory Officers to discuss findings
04 Mar 2014	Updated interim draft report issued to Head of Audit following comments from statutory officers. Noted that further information requested from the Development and Renewal and BNP Paribas in the absence of key officers involved in the sale but no longer working for the Council.
13 Mar 2014	Service Head - Corporate Property and Capital Delivery provides further information in response to request from investigators
21 Mar 2014	Updated interim draft report reissued to Head of Audit recognising information received
27 March 2014	Verbal update to KPMG on the interim draft report. Agreed to arrange a meeting to discuss the report (on 30 April).
28 April 2014	Meeting with Statutory Officers to discuss updated report. Statutory officers instructed Head of Audit (Mazars) to examine other sources for information and to consult with BNP Paribas.

Date	Detail
30 Apr 2014	Meeting with KPMG to discuss findings from the report and seek feedback.
16 May 2014	Meeting with BNP Paribas, additional information obtained and subsequently reviewed by Mazars.
2 June 2014	Report updated and sent to Head of Audit on 23 May, who subsequently sends it to the Statutory Officers on 2 June 2014.
10 June 2014	Following review and comment by statutory officers, the interim draft report is issued to the Corporate Director (Development and Renewal).
26 June 2014	Comments received from Service Head (Corporate Property and Capital Delivery).
2 July 2014	Further comments from Service Head (Corporate Property and Capital Delivery).
03 Jul 2014	Draft Report issued to Head of Audit and subsequently circulated to statutory officers, Corporate Director (Development and Renewal) and Service Head (Corporate Property and Capital Delivery).
04 Jul 2014	Following acceptance, Final Report issued to Head of Audit and subsequently to all officers as listed for 3 July 2014.