

# Work Programme 2014/15

## Audit and Performance Committee

**24 September 2014**

Agenda Item	Reasons & objective for item	Lead Officer
<b>Work Programme 2014-15</b>	The Committee is invited to review its work programme for the 2014/15 municipal year and monitor the progress of the Working Groups.	Reuben Segal
<b>Annual Contracts Review 2013/14</b>	To review of the City Council's contracts, including details of contracts awarded, waivers and performance.	Anthony Oliver
<b>Quarter 1 Finance &amp; Performance Business Plan Monitoring Report</b>	<p>To monitor the budget, contracts, risk and delivery through the quarterly performance plan monitoring report and quarterly reports on service and financial performance. The report will also include details of measures to improve payment performance and debt recovery within the City Council as well as monitoring the write-off position.</p> <p>Officers from the Planning Department to attend to answer questions in relation to current performance indicators.</p>	<p>Steven Mair (Finance)</p> <p>Mo Rahman (Performance)</p>
<b>Internal Audit and Counter Fraud Monitoring Report</b>	To oversee and monitor the success of the annual Audit and Anti-Fraud Service in planning and delivering outcomes and establishing an effective and robust internal	Chris Harris

	control framework.	
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## 26 November 2014

Agenda Item	Reasons & objective for item	Lead Officer
<b>Work Programme 2014-15</b>	The Committee is invited to review its work programme for the 2014/15 municipal year and monitor the progress of the Working Groups.	Reuben Segal
<b>KPMG Annual Audit Letter 2013/14</b>	To provide KPMG's assessment of the Council's financial statements and its arrangements to secure value for money in its use of resources.	Sally-Anne Eldridge KPMG
<b>Corporate Complaints 2013/14</b>	To report on the volume and details of complaints received by the Council and CityWest Homes in 2013/14.	Sue Howell
<b>Quarter 2 Finance &amp; Performance Business Plan Monitoring Report</b>	To monitor the budget, contracts, risk and delivery through the quarterly performance plan monitoring report and quarterly reports on service and financial performance. The report will also include details of measures to improve payment performance and debt recovery within the City Council as well as monitoring the write-off position.	Steven Mair (Finance)  Mo Rahman (Performance)
<b>Internal Audit and Counter Fraud Monitoring Report</b>	To oversee and monitor the success of the annual Audit and Anti-Fraud Service in planning and delivering outcomes and establishing an effective and robust internal control framework.	Chris Harris

## 4 February 2015

Agenda Item	Reasons & objective for item	Lead Officer
<b>Work Programme 2014-15</b>	The Committee is invited to review its work programme for the 2014/15 municipal year and monitor the progress of the Working Groups.	Reuben Segal
<b>KPMG Certification of Claims and Returns Annual Report (Audit 2013/14)</b>	To report the findings from the certification of 2013/14 claims and the messages arising from the assessment of the Council's arrangements for preparing claims and returns and information on claims that were amended or qualified.	Sally-Anne Eldridge KPMG
<b>KPMG Annual Audit Plan 2015/16</b>	To set out the audit work that KPMG proposes to undertake for the audit of the financial statements and the value for money (VFM) conclusion 2015/16.	KPMG
<b>Quarter 3 Finance &amp; Performance Business Plan Monitoring Report</b>	To monitor the budget, contracts, risk and delivery through the quarterly performance plan monitoring report and quarterly reports on service and financial performance. The report will also include details of measures to improve payment performance and debt recovery within the City Council as well as monitoring the write-off position.	Steven Mair (Finance)  Mo Rahman (Performance)
<b>Maintaining High Ethical Standards at the City Council</b>	To maintain an overview of the arrangements in place for maintaining high ethical standards throughout the Authority	Peter Large
<b>Internal Audit and Counter Fraud Monitoring Report</b>	To oversee and monitor the success of the annual Audit and Anti-Fraud Service in planning and delivering outcomes and	Chris Harris

	establishing an effective and robust internal control framework.	
<b>Internal Audit Plan 2015/16</b>	To review and comment on the draft audit plan for 2015/16	Chris Harris

**23 April 2015**

<b>Agenda Item</b>	<b>Reasons &amp; objective for item</b>	<b>Lead Officer</b>
<b>Work Programme 2014-15</b>	The Committee is invited to review its work programme for the 2012/13 municipal year and monitor the progress of the Working Groups.	Reuben Segal
<b>Annual Statement of Accounts</b>	To review and comment on the draft and final Annual Statement of Accounts prior to submission to the Cabinet Member for Finance, Resources and Customer Services.	Steve Mair
<b>Quarter 4 (Interim) Finance &amp; Performance Business Plan Monitoring Report</b>	To monitor the budget, contracts, risk and delivery through the quarterly performance plan monitoring report and quarterly reports on service and financial performance. The report will also include details of measures to improve payment performance and debt recovery within the City Council as well as monitoring the write-off position.	Steven Mair (Finance)  Mo Rahman (Performance)
<b>Internal Audit and Counter Fraud Monitoring Report</b>	To oversee and monitor the success of the annual Audit and Anti-Fraud Service in planning and delivering outcomes and establishing an effective and robust internal control framework.	Chris Harris