

Work Programme 2015/16

Audit and Performance Committee

18 MAY 2015

Agenda Item	Reasons & objective for item	Lead Officer
Final Annual Accounts 2014/15	To present the final 2014/15 annual accounts.	Steve Mair
KPMG Annual Governance Report	To review and comment on the findings of the letter and on actions being taken in response to recommendations. In line with CIPFA guidance on audit committees and ISA 260 which requires the letter to be communicated to 'those charged with governance' along with the auditor's opinion on the financial statements.	Andrew Sayers KPMG
Annual Internal Audit and Counter Fraud Monitoring Report	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
Local Audit and Accountability Act 2014	To receive a report on the implications of the act.	Steve Mair

15 July 2015

Agenda Item	Reasons & objective for item	Lead Officer
Work Programme 2015-16	The Committee is invited at its first meeting of the 2015/16 municipal year to agree a work programme.	Reuben Segal
Annual Contracts Review 2014/15	To review of the City Council's contracts, including details of contracts awarded, waivers and performance.	Anthony Oliver Procurement
2014/15 End of year Performance Business Plan Monitoring and Period 2 (May) Report	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.	Steve Mair (Finance) Mo Rahman (Performance)

17 September 2015

Agenda Item	Reasons & objective for item	Lead Officer
Work Programme 2015-16	The Committee is invited to review its work programme for the 2015/16 municipal year and monitor the progress of the Working Groups.	Reuben Segal
Staffing Issues	To consider service pressures and challenges within Human Resources including the number and cost of temporary agency contractors across the Council and staff turnover.	Carolyn Beech (HR)
Finance & Performance Business Plan Monitoring Report	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)
Internal Audit and Counter Fraud Monitoring Reports	To oversee and monitor the success of the Audit and Anti-Fraud Services in planning and delivering outcomes and establishing an effective and robust internal control framework.	Moyra McGarvey (Internal Audit) Andy Hyatt (Anti-Fraud)
Risk Management	To monitor the current status of key service area risks, together with the identification of risks arising as part of the programmes currently being undertaken.	Hugh Jordan (Strategic Performance Team)

Change to the Council's Auditor	To note a change of auditor due to the discovery of a conflict of interest.	Steve Mair Finance
Update on the Managed Services Programme	The update will include information on performance of the contractor, errors and issues identified and potential risks to the Council from the implementation of MSP.	Steve Mair/Moira Mackie

2 December 2015

Agenda Item	Reasons & objective for item	Lead Officer
Work Programme 2014-15	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
KPMG Annual Audit Letter 2014/15	To provide KPMG's assessment of the Council's financial statements and its arrangements to secure value for money in its use of resources.	Andrew Sayers KPMG
Corporate Complaints 2014/15	To report on the volume and details of complaints received by the Council and CityWest Homes in 2014/15.	Sue Howell Finance
Update on Corporate Contract Management	To provide an update on Contract Management Framework, Procurement & Commercial training including compliance with contract record keeping within capitalEsourcing	Anthony Oliver Procurement

<p>Finance & Performance Business Plan Monitoring Report</p>	<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>Steven Mair (Finance)</p> <p>Mo Rahman (Performance)</p>
<p>Internal Audit Monitoring Report</p>	<p>To oversee and monitor the success of the Audit Service in planning and delivering outcomes and establishing an effective and robust internal control framework.</p>	<p>Moyra McGarvey Internal Audit</p>
<p>Headline results from 'Your Voice' Survey 2015</p>	<p>To consider the headline results of 'Your Voice' an annual staff engagement survey designed to give staff a voice, highlighting what does and doesn't work well.</p>	<p>Carolyn Beech (HR)</p>

3 February 2016

Agenda Item	Reasons & objective for item	Lead Officer
Work Programme 2015-16	The Committee is invited to review its work programme for the 2015/16 municipal year and monitor the progress of the Working Groups.	Reuben Segal
KPMG Certification of Claims and Returns Annual Report (Audit 2014/15)	To report the findings from the certification of 2014/15 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.	Andrew Sayers KPMG
KPMG Annual Audit Plan 2016/17	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 2016/17.	Grant Thornton
Finance & Performance Business Plan Monitoring Report	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)
Maintaining High Ethical Standards at the City Council	To maintain an overview of the arrangements in place for maintaining high ethical standards throughout the Authority	Charlie Parker Chief Executive
Internal Audit Monitoring Report	To oversee and monitor the success of the Audit Service in planning and delivering outcomes and establishing an effective and robust internal control framework.	Moyra McGarvey Internal Audit

Risk Management	To monitor the current status of key service area risks, together with the identification of risks arising as part of the programmes currently being undertaken.	Hugh Jordan (Strategic Performance Team)
Internal Audit Plan 2016/17	To review and comment on the draft audit plan for 2016/17	Moyra McGarvey Internal Audit



26 April 2016

Agenda Item	Reasons & objective for item	Lead Officer
Work Programme 2014-15	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
Draft Annual Statement of Accounts	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 Finance
Finance & Performance Business Plan Monitoring Report	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)
Internal Audit and Counter Fraud Monitoring Reports	To oversee and monitor the success of the annual Audit and Anti-Fraud Services in planning and delivering outcomes and establishing an effective and robust internal control framework.	Moyra McGarvey (Internal Audit) Andy Hyatt (Anti-Fraud)
Housing Revenue Account	To assess the implications to the Council's HRA of the Government's requirement of local authorities to sell off their top third most expensive housing as it becomes vacant.	Steve Mair Ben Denton