

# Work Programme 2016/17

## Audit and Performance Committee

**2 June 2016**

Agenda Item	Reasons & objective for item	Lead Officer
<b>Update on Managed Services Programme</b>	To review plans to upgrade the Agresso operating system to resolve identified issues in order to move to “steady state”. The paper to include details regarding possible implications and risks and plans for related staff training in using the upgraded system.	John Quinn (Corporate Services)

**30 June 2016**

Agenda Item	Reasons & objective for item	Lead Officer
<b>Work Programme 2016/17</b>	The Committee is invited at its first meeting of the 2016/17 municipal year to agree a work programme.	Reuben Segal
<b>Annual Contracts Review 2015/16</b>	To review of the City Council’s contracts, including details of contracts awarded, waivers and performance.	Anthony Oliver (Procurement)
<b>2015/16 End of year Performance Business Plan Monitoring and Period 2 (May) 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	Steve Mair (Finance)  Mo Rahman (Performance)

	recovery within the City Council as well as monitoring the write-off position.	
<b>Audit Charter</b>	To note the recently updated Audit Charter.	Moyra McGarvey (Internal Audit)

### 14 July 2016

Agenda Item	Reasons & objective for item	Lead Officer
<b>Annual Statement of Accounts</b>	To formally receive and approve the final accounts with any update arising from the public inspection period.	Steve Mair (Finance)
<b>Update on MSP</b>	To receive a report on meeting the target of completing core programme activities by the end of June.	John Quinn (Corporate Services)

**6 September 2016**

<b>Agenda Item</b>	<b>Reasons &amp; objective for item</b>	<b>Lead Officer</b>
<b>Work Programme 2016-17</b>	The Committee is invited to review its work programme for the 2016/17 municipal year.	Reuben Segal
<b>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 Monitoring Reports</b>	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)
<b>Internal Audit Update on Tenant Management Organisations</b>	To review work undertaken by the internal Audit Service with CityWest Homes in respect of TMOs and whether recommendations previously made have been implemented and are producing results.	Moir Mackie (Internal Audit Manager)

**22 September 2016**

<b>Agenda Item</b>	<b>Reasons &amp; objective for item</b>	<b>Lead Officer</b>
<b>Update on Managed Services Programme</b>	To review plans to upgrade the Agresso operating system to resolve identified issues in order to move to “steady state”. The paper to include details regarding possible implications and risks and plans for related staff training in using the upgraded system.	John Quinn (Corporate Services)

## 24 November 2016

Agenda Item	Reasons & objective for item	Lead Officer
<b>Work Programme 2016-17</b>	The Committee is invited to review its work programme for the 2016/17 municipal year.	Reuben Segal
<b>Grant Thornton Annual Audit Letter 2015/16</b>	To consider Grant Thornton's assessment of the Council's financial statements and its arrangements to secure value for money in its use of resources.	Elizabeth Olive Paul Dossett (Grant Thornton)
<b>Progress and Update on 2016-2017 Audit</b>	To consider an update on the 2016-2017 Audit and key information on accounting changes and emerging issues for local government	Elizabeth Olive Paul Dossett (Grant Thornton)
<b>Corporate Complaints 2015/16</b>	To report on the volume and details of complaints received by the Council and CityWest Homes in 2015/16.	Sue Howell (Complaints)
<b>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 Monitoring Report</b>	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)

<b>Mid-Year Counter Fraud Monitoring Report</b>	To oversee and monitor the success of the Counter Fraud Service	Andy Hyatt (Anti-Fraud)
<b>Audit Arrangements beyond 2017-2018</b>	To update Committee on the audit arrangement options for the Council beyond 2017-2018	Steve Mair City Treasurer

### 31 January 2017

<b>Agenda Item</b>	<b>Reasons &amp; objective for item</b>	<b>Lead Officer</b>
<b>Update on Managed Services Programme</b>	To review plans to upgrade the Agresso operating system to resolve identified issues in order to move to "steady state". The paper to include details regarding possible implications and risks and plans for related staff training in using the upgraded system.	John Quinn (Corporate Services)

### 9 February 2017

<b>Agenda Item</b>	<b>Reasons &amp; objective for item</b>	<b>Lead Officer</b>
<b>Work Programme 2016-17</b>	The Committee is invited to review its work programme for the 2016/17 municipal year.	Reuben Segal
<b>Grant Thornton Certification of Claims and Returns Annual Report (Audit 2015/16)</b>	To report the findings from the certification of 2015/16 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.	Elizabeth Jackson Paul Dossett (Grant Thornton)

<b>Grant Thornton Annual Audit Plan 2016/17</b>	To set out the audit work that Grant Thornton proposes to undertake for the audit of the financial statements and the value for money (VFM) conclusion 2016/17.	Elizabeth Jackson Paul Dossett (Grant Thornton)
<b>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/Damian Highwood (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	Tasnim Shawkat (Monitoring Officer)
<b>Internal Audit Monitoring Report</b>	To oversee and monitor the success of the Audit Service in planning and delivering outcomes and establishing an effective and robust internal control framework.	Moira Mackie Internal Audit
<b>Internal Audit Plan 2017/18</b>	To review and comment on the draft audit plan for 2017/18	Moira Mackie (Internal Audit)

## ADDITIONAL ITEMS

### Date to be confirmed

<b>Housing Revenue Account</b>	To assess the implications to the Council's HRA of the Planning & Housing Act (requirement of local authorities to sell off their top third most expensive housing as it becomes vacant; 1% social housing rent reduction.	Steve Mair (Finance)  Ed Watson (Growth, Planning & Housing)
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**9 May 2017**

<b>Agenda Item</b>	<b>Reasons &amp; objective for item</b>	<b>Lead Officer</b>
<b>Work Programme 2016-17</b>	The Committee is invited to review its work programme for the 2016/17 municipal year.	Reuben Segal
<b>Draft Annual Statement of Accounts</b>	To review the draft Annual Statement of Accounts 2016-17.	Steve Mair (Finance)
<b>Annual Internal Audit Monitoring Report</b>	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)
<b>Annual Counter Fraud Monitoring Report</b>	To oversee and monitor the success of the Counter Fraud Service	Andy Hyatt (Anti-Fraud)
<b>Discretionary Housing Payment (DHP) Delegated Decisions</b>	To receive an overview of DHP applications received and determined at officer level in the last 12 including information on procedures and verification processes as well as statistics on volumes and amounts awarded.	Gwynn Thomas Senior Benefits Policy Officer