



City of Westminster

Audit & Performance Committee Report

Meeting:	Audit & Performance Committee
Date:	17 July 2017
Classification:	General Release
Title:	Work Programme
Wards Affected:	N/A
Financial Summary:	There are no direct financial implications arising from this report
Report of:	Head of Committee & Governance Services
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1. Executive Summary

- 1.1 The Committee is invited to review the work programme for 2017/18, attached at appendix 1.
- 1.2 The Committee is asked to note the actions which arose from the last meeting and the work undertaken in response, as detailed in appendix 3.
- 1.3 Proposals for the on-going monitoring of the Managed Services Contract (Finance, Payroll and HR) are set out in section 4.

2. Recommendations

1. That the Committee notes its agenda for the next meeting on the 18 September as set out in **appendix 1** to the report.

2. That the work undertaken in response to the actions which arose from the last meeting, as detailed in at **appendix 3** to the report, be noted.
3. That the proposals for on-going monitoring of the Managed Services Contract (Finance, Payroll and HR) as set out in section 4 be agreed.

3. Choosing items for the Work Programme

- 3.1 A Work Programme for 2017/18 is attached at appendix 1 to the report.
- 3.2 Members' attention is drawn to the Terms of Reference for the Audit and Performance Committee (attached as appendix 2) which may assist the Committee in identifying issues to be included in the Work Programme.
- 3.3 The work programme will be reviewed at each meeting of the Committee and items can be removed or added as necessary.

4. Monitoring of the Managed Services Contract

- 4.1 The Managed Services Programme (MSP) was set up to introduce an external managed service delivering finance, payroll and HR processes. The Committee has maintained a regular oversight of the Managed Services contract since problems were identified with the rollout of the new system in April 2015. The current contract runs until May 2019.
- 4.2 Officers are progressing work on three fronts; completing implementation of agreed services, resolving outstanding commercial issues and looking at options to re-procure the service.
- 4.3 It has been suggested by the Chairman that the committee continue to receive updates if and when key critical issues associated with the contract's performance (operational system and Shared Services Centre) arise and on any major risks that develop.
- 4.4 For the most part scrutiny of the re procurement of an alternative service falls to the relevant Policy and Scrutiny Committee. However, there is some overlap with the Audit and Performance committee, particularly in view of the issues identified in the current contract.
- 4.5 At its meeting on 10 April the Housing, Finance & Corporate Services Policy and Scrutiny Committee supported a proposal to establish a task group to scrutinise

the re-procurement of an alternative service reporting to both the Policy and Scrutiny Committee and the Audit and Performance Committee with members drawn from both. This was supported by the Audit and Performance Committee at its last meeting. The first meeting of the task group was held on the

5. Monitoring Actions

- 5.1 The actions arising from each meeting are recorded in the Action Tracker attached as appendix 3. Members are invited to review the work undertaken in response to those actions.

6. Resources

- 6.1 There is no specific budget allocation for the Audit and Performance Committee.

If you have any queries about this Report or wish to inspect any of the Background Papers, please contact:

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APPENDICES:

Appendix 1 – Work Programme 2017/18

Appendix 2 – Terms of Reference

Appendix 3 – Committee Action Tracker

BACKGROUND PAPERS:

None