



# Audit & Performance Committee Report

<b>Meeting:</b>	<b>Audit &amp; Performance Committee</b>
<b>Date:</b>	<b>14 November 2018</b>
<b>Classification:</b>	<b>General Release</b>
<b>Title:</b>	<b>Work Programme</b>
<b>Wards Affected:</b>	<b>N/A</b>
<b>Financial Summary:</b>	<b>There are no direct financial implications arising from this report</b>
<b>Report of:</b>	<b>Acting Head of Committee &amp; Governance Services</b>
<b>Report Author:</b>	<b>Reuben Segal, Acting Head of Committee &amp; Governance Services. Tel: 020 7641 3160 or email: <a href="mailto:rsegal@westminster.gov.uk">rsegal@westminster.gov.uk</a></b>

## **1. Executive Summary**

- 1.1 The Committee is invited to review the work programme attached at appendix 1 and confirm the agenda items for its next meeting in November.
- 1.2 The Committee is asked to note the actions which arose from the meeting on the 18 September 2018 and the work undertaken in response, as detailed in appendix 3.

## **2. Recommendations**

1. That the Committee agrees the agenda items for its next meeting on the 5 February 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. Choosing items for the Work Programme**

- 3.1 A Work Programme for 2018/19 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. Task Groups**

- 4.1 There are no tasks groups operating at present.

### **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 2018/19

Appendix 2 – Terms of Reference

Appendix 3 – Committee Action Tracker

**BACKGROUND PAPERS:** None