

Work Programme 2018/19

Audit and Performance Committee

20 June 2018

Agenda Item	Reasons & objective for item	Lead Officer
Annual Statement of Accounts and Outturn 2017-18	To formally receive and approve the final accounts with any update arising from the public inspection period.	Steve Mair (Finance)
Grant Thornton Audit Finding Reports 2017-18	To consider the final reports from the Council's external Auditors, Grant Thornton, on the key findings arising from their audit of the Council's financial statements and those of the Local Government Pension Scheme it administers.	Paul Dossett (Grant Thornton)

16 July 2018

Agenda Item	Reasons & objective for item	Lead Officer
Annual Contracts Review 2017/18	To review of the City Council's contracts, including details of contracts awarded, waivers and performance.	Maria Benbow (Procurement)
2017/18 End of year Performance Business Plan Monitoring and Period 2 (May) Report	<p>The year-end report presents detailed performance results for the year April 2017 to March 2018 against the 2017/18 business plans.</p> <p>To monitor the Council's financial position including revenue forecast outturn, revenue expenditure including key risks and opportunities, capital expenditure and HRA revenue and capital expenditure and reserves.</p>	<p>Steve Mair (Finance)</p> <p>Cathy Mullins/Mo Rahman (Performance)</p>
Annual Counter Fraud Monitoring Report	To oversee and monitor the performance of the Counter Fraud Service	Andy Hyatt (Anti-Fraud)
Annual Report on Internal Audit and Internal Control - 2017/18	To consider the work of Internal Audit in 2017/18 and the opinion of the Shared Services Director of Audit, Fraud, Risk and Insurance on the adequacy and effectiveness of the internal control environment.	David Hughes (Internal Audit)
Work Programme 2018/19	The Committee is invited to agree its work programme for the 2018/19 municipal year.	Reuben Segal

18 September 2018

Agenda Item	Reasons & objective for item	Lead Officer
Work Programme 2018/19	The Committee is invited to review its work programme for the 2018/19 municipal year.	Reuben Segal
Grant Thornton Annual Audit Letter 2017/18	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.	Paul Jacklin Paul Dossett (Grant Thornton)
Progress and Update on 2018-2019 Audit	To consider an update on the 2018 - 2019 Audit and key information on accounting changes and emerging issues for local government	Paul Jacklin Paul Dossett (Grant Thornton)
Finance (P3) & Performance Business Plan Monitoring Report	<p>To monitor the Council's financial position including revenue forecast outturn, revenue expenditure including key risks and opportunities, capital expenditure and HRA revenue and capital expenditure and reserves.</p> <p>To monitor Quarter 1 performance results against the 2017/18 business plans</p>	<p>Steven Mair (Finance)</p> <p>Cathy Mullins/ Mo Rahman (Performance)</p>
Update on HRA Capital Programme Slippage	To consider a report on the HRA capital programme outturn against forecast and mitigation measures to address any underspend.	Steve Mair (Finance)/ Barbara Brownlee (GPH)
Internal Audit Monitoring Report	To oversee and monitor the success of the Audit Service in planning and delivering outcomes and establishing an effective and	David Hughes (Internal Audit)

	robust internal control framework.	
Internal Audit Charter	To review the Council's Internal Audit Charter which is maintained by the Shared Services Director for Internal Audit, Fraud, Risk and Insurance in accordance with the requirements of the Public Sector Internal Audit Standards (PSIAS)	David Hughes (Internal Audit)
Managed Services Update	To receive an update on the transition arrangements from BT to Hampshire County Council.	John Quinn (Corporate Services)
Update from CityWest Homes	<p>To receive a report from the Council's Housing Directorate and CWH on:</p> <ul style="list-style-type: none"> • Operational Performance • Contract Management • Complaints • Risk • Financial Standing 	Sandra Skeete (CWH)
Procurement Update	To receive an update on contract management programme and outcomes/achievements delivered to date.	Maria Benbow

14 November 2018

Agenda Item	Reasons & objective for item	Lead Officer
Work Programme 2018/19	The Committee is invited to review its work programme for the 2018/19 municipal year.	Reuben Segal
Progress and Update on 2018-2019 Audit	To consider an update on the 2018 - 2019 Audit and key information on accounting changes and emerging issues for local government	Paul Jacklin Paul Dossett (Grant Thornton)
Corporate Complaints 2017/18	To report on the volume and details of complaints received by the Council and CityWest Homes in 2018/19.	Sue Howell (Complaints)
Finance Monitoring Report	To monitor the Council's financial position including revenue forecast outturn, revenue expenditure including key risks and opportunities, capital expenditure and HRA revenue and capital expenditure and reserves.	David Hodgkinson (Finance)
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.	David Hughes (Internal Audit)
Mid-Year Counter Fraud Monitoring Report	To oversee and monitor the success of the Counter Fraud Service	Andy Hyatt (Anti-Fraud)

Update on Bi-Borough Arrangements	To monitor the key operational issues in Adults, Children's and Public Health Services following the transition from Tri-Borough to Bi-borough arrangements.	Melissa Caslake Bernie Flaherty
Review of Anti-Fraud Policies	<p>To review and approve the following which are maintained by the Corporate Anti-fraud Service:</p> <ul style="list-style-type: none"> • Whistleblowing Policy • Fraud Response Plan • Anti-bribery Policy • Anti-money Laundering Policy (including procedures) 	Andy Hyatt (Corporate Anti-fraud Service)
Update on Hampshire County Council Partnership and BT Managed Services Exit	To receive an update on the transition arrangements from BT to Hampshire County Council.	David Hodgkinson (Finance)

5 February 2019

Agenda Item	Reasons & objective for item	Lead Officer
Work Programme 2018/19	The Committee is invited to review its work programme for the 2018/19 municipal year.	Reuben Segal
Grant Thornton Certification of Claims and Returns Annual Report (Audit 2017/18)	To report the findings from the certification of 2017/18 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.	Paul Jacklin Paul Dossett (Grant Thornton) Martin Hinckley
Grant Thornton Annual Audit Plan 2018/19	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 2018/19.	Paul Jacklin Paul Dossett (Grant Thornton)
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	Tasnim Shawkat (Monitoring Officer)
Finance & Performance Business Plan Monitoring Report	To monitor the Council's financial position including revenue forecast outturn, revenue expenditure including key risks and opportunities, capital expenditure and HRA revenue and capital expenditure and reserves. To monitor Quarter 2 performance results against the 2018/19 business plans	David Hodgkinson (Finance) Mo Rahman/Damian Highwood (Performance)
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.	David Hughes (Internal Audit)

Internal Audit Plan 2019/20	To review and comment on the draft audit plan for 2019/20	David Hughes (Internal Audit)
Managed Services Update	To receive an update on the transition arrangements from BT to Hampshire County Council.	Dave Hodgkinson (Finance)
Update from CityWest Homes	<p>To receive a report from the Council's Housing Directorate and CWH on:</p> <ul style="list-style-type: none"> • Operational Performance • Contract Management • Complaints • Risk • Financial Standing 	Barbara Brownlee/ Sandra Skeete (CWH)
Procurement Update	To receive a quarterly update on Procurement activity by Service Directorate	Mandy Gado

2 May 2019

Agenda Item	Reasons & objective for item	Lead Officer
Draft Annual Statement of Accounts and Outturn 2018/19	To review the draft 2018-19 Annual Statement of Accounts and outturn.	David Hodgkinson (Finance)
Pensions Administration Update	To receive an update on any changes to pensions administration to assist Councillors in reviewing the draft Statement of Accounts for the City of Westminster Pension Fund	Phil Triggs (Finance)
Draft Audit Findings Report 2018/19	To review the reports from the Council's external auditors on the key findings arising from their audit of the councils 2017-18 financial statements (Council and Pension Fund)	Paul Dossett Paul Jacklin (Grant Thornton)
Performance Business Plan Monitoring Report	To monitor Quarter 3 performance results against the 2017/18 business plans	Damian Highwood/ Mo Rahman (Performance)
Integrated Investment Management Strategy	To review the performance of the integrated investment management strategy.	Finance
Procurement Update	To receive a quarterly update on Procurement activity by Service Directorate	Mandy Gado