

Work Programme 2019/20

Audit and Performance Committee

17 June 2019

Agenda Item	Reasons & objective for item	Lead Officer
Annual Statement of Accounts and Outturn 2018-19	To formally receive and approve the final accounts with any update arising from the public inspection period.	Gerald Almeroth (Finance)
Grant Thornton Audit Finding Reports 2018-19	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)

10 July 2019

Agenda Item	Reasons & objective for item	Lead Officer
Annual Contracts Review 2018/19	To review of the City Council's contracts, including details of contracts awarded, waivers and performance.	Kevin Goad (Procurement)
2018/19 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 2018 to March 2019 against the 2018/19 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>Gerald Almeroth (Finance)</p> <p>Mo Rahman/ Damian Highwood (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 - 2018/19	<p>To consider the work of Internal Audit in 2018/19 and the opinion of the Shared Services Director of Audit, Fraud, Risk and Insurance on the adequacy and effectiveness of the internal control environment.</p> <p>To include comparative details of timelines and days expended in Corporate Anti-Fraud Service activity, together with the outcome, to establish whether the figures were similar to those anticipated.</p> <p>To also include a proactive review of weakness to fraud at CityWest Homes following the transition, and before the processes around the management of housing become fixed.</p>	David Hughes (Internal Audit)

Work Programme 2019/20	To review the Committee Work Programme for the 2019/20 municipal year.	Andrew Palmer (Committee Services)
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19 September 2019

Agenda Item	Reasons & objective for item	Lead Officer
Finance & 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 the performance of the Police Basic Command Unit for Westminster 6 months after implementation.</p> <p>To monitor Quarter 1 performance results against the 2019/20 business plans</p>	<p>Gerald Almeroth (Finance)</p> <p>Mo Rahman/ Damian Highwood (Performance)</p>
Update on HRA Capital Programme	<p>To consider a report on the HRA capital programme outturn against forecast and mitigation measures to address any underspend.</p>	<p>Gerald Almeroth (Finance) Barbara Brownlee (Housing)</p>
Internal Audit Monitoring Report	<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>David Hughes (Internal Audit)</p>
Internal Audit Charter	<p>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)</p>	<p>David Hughes (Internal Audit)</p>
Procurement Update	<p>To review progress in the new structure and work programme, and to consider key performance indicators for the new operating model.</p>	<p>Kevin Goad (Procurement)</p>

Managed Services Update	To receive an update on the transition to Hampshire County Council.	Dave Hodgkinson (Assistant City Treasurer) Jeremy Beresford (LCF Manager)
CityWest Homes Performance	To receive a report from the Council's Housing Directorate and CWH on CWH operational performance following the transition to a new operating model and the procurement of new repairs and maintenance services.	Barbara Brownlee/ Tom McGregor (CWH)
Review of Contracts for SEN Transport	To review the contracts for SEN Transport, to include how the money was being spent – and how the service was operating.	Kevin Goad (Procurement) Annabel Saunders (Assistant Director, Integrated Commissioning)
Work Programme 2019/20	The Committee is invited to review its work programme for the 2019/20 municipal year.	Andrew Palmer

27 November 2019

Agenda Item	Reasons & objective for item	Lead Officer
Grant Thornton Annual Audit Letter 2018/19	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 2019-2020 Audit	To consider an update on the 2019 - 2020 Audit and key information on accounting changes and emerging issues for local government	Paul Jacklin Paul Dossett (Grant Thornton)
Corporate Complaints 2018/19	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.	Gerald Almeroth (Finance) Dave Hodgkinson (Assistant City Treasurer)
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)

<p>Review of Anti-Fraud Policies</p>	<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) 	<p>Andy Hyatt (Corporate Anti-fraud Service)</p>
<p>Review of Effectiveness</p>	<p>To consider the outcomes of the following reviews:</p> <ul style="list-style-type: none"> • The CIPFA Took Kit on Effective Audit Committees; • The CIPFA Statement on the Role of the Head of Internal Audit • The CIPFA Statement on the Role of the Chief Financial Officer; • The Public Sector Internal Audit Standards (PSIAS) Self-Assessment 	<p>David Hughes (Internal Audit)</p>
<p>Work Programme 2019/20</p>	<p>The Committee is invited to review its work programme for the 2019/20 municipal year.</p>	<p>Andrew Palmer</p>

5 February 2020

Agenda Item	Reasons & objective for item	Lead Officer
Grant Thornton Certification of Claims and Returns Annual Report (Audit 2018/19)	To report the findings from the certification of 2018/19 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 2019/20	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 2019/20.	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 2019/20 business plans.	Gerald Almaroth (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 2020/21	To review and comment on the draft audit plan for 2020/21	David Hughes (Internal Audit)

<p>Managed Services Update</p>	<p>To receive an update on the arrangements with Hampshire County Council.</p>	<p>Dave Hodgkinson (Assistant City Treasurer)</p> <p>Jeremy Beresford (LCF Manager)</p>
<p>CityWest Homes Performance</p>	<p>To receive a report from the Council's Housing Directorate and CWH on CWH operational performance following the transition to a new operating model and the procurement of new repairs and maintenance services.</p>	<p>Barbara Brownlee/ Jonathan Cowie (CWH)</p>
<p>Work Programme 2019/20</p>	<p>The Committee is invited to review its work programme for the 2019/20 municipal year.</p>	<p>Andrew Palmer</p>

30 April 2020

Agenda Item	Reasons & objective for item	Lead Officer
Draft Annual Statement of Accounts and Outturn 2019/20	To review the draft 2019-20 Annual Statement of Accounts and outturn.	Gerald Almeroth (Finance)
Draft Audit Findings Report 2019/20	To review the reports from the Council's external auditors on the key findings arising from their audit of the councils 2019-20 financial statements (Council and Pension Fund)	Paul Dossett Paul Jacklin (Grant Thornton)
Finance & 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 3 performance results against the 2019/20 business plans</p>	Gerald Almeroth (Finance) Mo Rahman/ Damian Highwood (Performance)