



City of Westminster

# Audit & Performance Committee Report

<b>Date:</b>	<b>10 July 2019</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>
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## **1. Executive Summary**

- 1.1 The Committee is invited to review the draft work programme for the 2019/20 municipal year attached at Appendix 1, and to confirm the agenda items for its next meeting in September.
- 1.2 The Committee is asked to note the actions which arose from the meeting on the 2 May 2019 and the work undertaken in response, as detailed in Appendix 3.

## **2. Recommendations**

- 2.1 That the Committee agrees the agenda items for its next meeting on 17 June as set out in **Appendix 1** to the report.
- 2.2 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; and
- 2.3 That at the end of the 2019-20 municipal year, the Committee prepare an Annual Report on its work and performance for publication and submitting to Full Council.

### **3. Choosing items for the Work Programme**

- 3.1 The draft Work Programme for 2019/20 is attached at Appendix 1 to the report.
- 3.2 Members' attention is drawn to the Terms of Reference for the Audit & 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. Annual Report**

- 4.1 At its meeting on 2 May 2019, the Committee received a report which detailed the outcome of reviews undertaken by the City Council which had focused on the effectiveness of the roles of the Chief Financial Officer and Head of Internal Audit; and on compliance with the Public Sector Internal Audits Standards. The reviews had also included the management of public funds; and role of the Audit & Performance Committee.
- 4.2 In addition to the reviews, the report had referred to Chartered Institute of Public Finance & Accountancy (CIPFA) best practice, which suggested that the Audit & Performance Committees provide an Annual Report on their work and performance. The Committee agreed that consideration would be given to submitting an Annual Report to Full Council, which would include a review of Westminster's Pension Fund. It is accordingly proposed that the Annual Report should be drawn up at the end of the 2019-20 municipal year for approval by the Committee, prior to being published and presented to Full Council for information with Members having the opportunity to ask questions.

### **5. Task Groups**

- 5.1 There are no Task Groups operating at present.

### **6. Monitoring Actions**

- 6.1 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.

### **7. Resources**

- 7.1 There is no specific budget allocation for the Audit & 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 2019/20

Appendix 2 – Terms of Reference

Appendix 3 – Committee Action Tracker

**BACKGROUND PAPERS:** None