



City of Westminster

Audit & Performance Committee Report

Date:	2 December 2020
Classification:	General Release
Title:	Work Programme
Wards Affected:	N/A
Financial Summary:	No direct financial implications arising from this report
Report of:	Head of Committee and Governance Services
Report Author:	Artemis Kassi Senior Committee and Governance Officer

1. Executive Summary

- 1.1 The Committee is invited to review its Work Programme for the 2020/21 municipal year attached at **Appendix 1**, and to confirm the agenda items for its next meeting on 17 February 2021.
- 1.2 The Committee is asked to note changes to the Work Programme since its last meeting on 23 September 2020.
- 1.3 These changes include the report to update the Committee on the delivery of the 2020/2021 Treasury Management Strategy and for the Committee to approve the Annual Treasury Strategy Mid-Year Review 2020/21, including any cases of non-compliance. This report will be presented at the meeting on 2 December. This replaces the Corporate Complaints report on the volume and details of complaints received by the City Council in 2020/2021, which will be presented at the February meeting.

2. Recommendations

It is recommended that the Committee:

- 2.1 agree the agenda items for its next meeting on 17 February 2021, as set out in Appendix 1 to the report;
- 2.2 note the actions which arose from the last meeting, as detailed in Appendix 2 to the report;
- 2.3 consider the addition of an item at the April 2021 meeting to review Westminster Builds, the council's wholly owned development company responsible for delivering a large part of the council's development and regeneration; and

2.4 note for information the dates of the Committee's meetings in the 2021/2022 municipal year which are as follows:

Thursday 17 June 2021, Wednesday 14 July 2021, Wednesday 29 September 2021, Wednesday 1 December 2021, Wednesday 16 February 2022 and Wednesday 13 April 2022.

2.4 It is further recommended that the Committee review its work over the last year and present an Annual Report at its April meeting.

3. Choosing items for the Work Programme

3.1 The draft Work Programme for 2020/21 is attached at Appendix 1 to this report.

3.2 Members' attention is drawn to the Terms of Reference for the Audit and Performance Committee (attached at **Appendix 3,**) 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 Task Groups operating at present.

5. Monitoring Actions

5.1 The actions arising from each meeting are recorded in the Action Tracker attached as Appendix 2. Members are invited to review the work undertaken in response to those actions including any actions which remain outstanding.

6. Resources

6.1 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 2020/21

Appendix 2 – Committee Action Tracker

Appendix 3 – Terms of Reference

BACKGROUND PAPERS: None