

Work Programme 2020/21

Audit and Performance Committee

27 May 2020

	CANCELLED	
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18 June 2020

Agenda Item	Reasons & objective for item	Lead Officer
2019/20 Annual Accounts and Outturn	Report of the Executive Director, Finance and Resources.	Gerald Almeroth (Finance)
Treasury Management Strategy Outturn 2019/20	Report of the Executive Director, Finance and Resources	Gerald Almeroth (Finance)

15 July 2020

Agenda Item	Reasons & objective for item	Lead Officer
Year End Performance Report	To review the City Council's performance at the end of the 2019/20 financial year.	Gerald Almeroth (Finance) Mo/Rahman / Damian Highwood (Performance)
Period 2 Finance	To review and consider the report of the	Gerald Almeroth

Report	Executive Director of Finance and Resources	(Finance)
2019/20 School Balances Outturn Position Report	To receive an update on the level of school balances at the end of the 2019/20 financial year	Gerald Almeroth Steve Muldoon (Finance) Andrew Tagg
Annual Report on internal Audit and internal Control 2019/20	To consider the work of Internal Audit in 2019/20.	David Hughes Moir Mackie (Internal Audit)
Anti-Fraud and Corruption Strategy Review 2020	To consider the revised anti-fraud and corruption policy and strategies for 2020.	Andy Hyatt (Anti-Fraud)
Counter Fraud 2019/20 - End of Year Report	To review work undertaken by the fraud service during the period 1 April 2019 to 31 March 2020.	Andy Hyatt (Anti-Fraud)
Work Programme 2020/21	The Committee is invited to review its work programme for the 2020/2021 municipal year.	Artemis Kassi

10 September 2020

Agenda Item	Reasons & objective for item	Lead Officer
Statement of Accounts 2019 / 2020	To receive and review the audited Statement of Accounts for the Council and the Pension Fund following a public inspection period of the accounts from 19th May 2020 to 1st July 2020	Gerald Almeroth (Finance)
Audit Findings Report 2019-2020 for the General Fund and Pension Accounts	To receive the report by Grant Thornton	Gerald Almeroth (Finance) / Grant Thornton

23 September 2020

Agenda Item	Reasons & objective for item	Lead Officer
Immunisations	To review immunisation rates in Westminster	NHSE / Public Health
Finance & Performance Business Plan Monitoring Report	<p>To monitor the City 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 2020/21 business plans</p>	<p>Gerald Almeroth (Finance)</p> <p>Mo Rahman / Annelie Drabu / Marine Andre (Performance)</p>
Annual Contracts Review 2019/20 and Procurement Update	To review the City Council's contracts, including details of contracts awarded, waivers and performance. Also to review progress and key performance indicators for the new operating model.	<p>Kevin Goad (Procurement)</p> <p>Annabel Saunders Etiene Steyn Simon Sluys (Commissioning)</p>
Update on HRA Capital Programme	To consider a report on the HRA Capital Programme outturn against forecast and mitigation measures to address any underspend.	<p>Gerald Almeroth (Finance)</p> <p>Debbie Jackson (GPH)</p>
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.	<p>David Hughes Moirra Mackie (Internal Audit)</p>
Internal Audit Charter	To review the City 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>David Hughes Moirra Mackie (Internal Audit)</p>

CityWest Homes Performance	To receive a report from the City Council's Housing Directorate and CityWest Homes on operational performance.	Debbie Jackson/ Neil Wightman (Housing)
Work Programme 2020/21	To review the work programme for the remainder of the 2020/21 municipal year	Artemis Kassi

2 December 2020

Agenda Item	Reasons & objective for item	Lead Officer
Progress and Update on 2020/21 Audit	To consider an update on the 2020/21 Audit and key information on accounting changes and emerging issues for local government	Paul Jacklin Paul Dossett (Grant Thornton)
Finance and Performance 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) Annelie Drabu /Mo Rahman/Marine André
Mid-Year Counter Fraud Monitoring Report	To oversee and monitor the success of the Counter Fraud Service.	Andy Hyatt (Anti-Fraud)
Review of Anti-Fraud Policies	To review and approve the following which are maintained by the Corporate Anti-fraud Service: <ul style="list-style-type: none"> • Fraud Response Plan • Anti-bribery Policy • Anti-money Laundering Policy (including procedures) 	Andy Hyatt (Anti-Fraud)

Treasury Management Strategy Mid-Year Review	To receive an update on the delivery of the 2020/2021 Treasury Management Strategy and to approve the Annual Treasury Strategy Mid-Year Review 2020/21, including any cases of non-compliance	Phil Triggs
Strategic Review of school finance in Westminster	To consider a report of a strategic review of school finance in Westminster Invite ISOS partnership to attend	Andrew Tagg (Children's Services)
Work Programme 2020/21	To review the work programme for the remainder of the municipal year 2020/21	Artemis Kassi

17 February 2021

Agenda Item	Reasons & objective for item	Lead Officer
Grant Thornton Certification of Claims and Returns Annual Report (Audit 2020/21)	To report the findings from the certification of 2019/20 claims and the messages arising from the assessment of the City 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 (Finance)
Grant Thornton Annual Audit Letter 2020/2021	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)
Grant Thornton Annual Audit Plan 2020/2021	To set out the audit work proposed by Grant Thornton for the audit of the financial statements and the value for money (VFM) conclusion for 2020/2021.	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 City Council.	Tasnim Shawkat (Monitoring Officer) Hazel Best

Finance & Performance Business Plan Monitoring Report	<p>To monitor the City 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 2 performance results against the 2020/21 business plans.</p>	<p>Gerald Almeroth (Finance)</p> <p>Mo Rahman / Damian Highwood (Performance)</p>
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 Moirra Mackie (Internal Audit)
Internal Audit Plan 2020/21	To review and comment on the draft audit plan for 2020/21	David Hughes Moirra Mackie (Internal Audit)
Corporate Complaints 2020/2021	To report on the volume and details of complaints received by the City Council in 2020/2021.	Sue Howell (Complaints)
Westminster Housing Service	To receive a report on performance from the City Council's Housing Directorate.	Barbara Brownlee / Neil Wightman (Housing)
Draft Annual Report and Work Programme	To consider a draft Annual Review and to review the work programme for the remainder of the 2020/2021 municipal year	Artemis Kassi

20 April 2021

Agenda Item	Reasons & objective for item	Lead Officer

Draft Annual Statement of Accounts and Outturn 2020/2021	To review the draft 2020-2021 Annual Statement of Accounts and outturn.	Gerald Almeroth (Finance)
Draft Audit Findings Report 2020/2021	To review the reports from the City Council's external auditors on the key findings arising from their audit of the City Council's 2020-2021 financial statements (Council and Pension Fund)	Paul Dossett Paul Jacklin (Grant Thornton)
Finance & Performance Business Plan Monitoring Report	To monitor the City 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 3 performance results against the 2020/21 business plans	Gerald Almeroth (Finance) Mo Rahman / Damian Highwood (Performance)
Annual Report and Work Programme 2021/22	To finalise the Annual Report and consider the Work Programme for the forthcoming municipal year 2021/2022	Artemis Kassi

Unallocated Work Programme Items

Agenda Item	Reasons & objective for item	Lead Officer
Metropolitan Police Basic Command Unit	To monitor and review the performance of the Metropolitan Police Service Basic Command Unit for Westminster.	Metropolitan Police Service / WCC officer tbc
Immunisations	To monitor and review progress since the previous report to the Committee of 23 September 2020	NHSE/ Natalia Clifford/Jeffrey Lake/Sarah Crouch