



City of Westminster

Audit & Performance Committee Report

Date:	17 February 2021
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 remainder of 2020/21 municipal year attached at **Appendix 1**, and to confirm the agenda items for its next meeting on 27 April 2021.
- 1.2 The Committee is asked to note the actions which arose from its meeting on 2nd December 2020, as detailed in **Appendix 2**.

2. Recommendations

It is recommended that the Committee:

- 2.1 agree the agenda items for its next meeting on 27 April 2021, as set out in Appendix 1 to the report;
- 2.2 note the actions which arose from the last meeting, as detailed in at Appendix 2 to the report; and
- 2.3 consider items for the future Work Programme for 2021/2022.

3. Choosing items for the Work Programme

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

- 3.2 Members' attention is drawn to the Terms of Reference for the Audit and Performance Committee (attached as **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.
- 3.4 A report on the findings from the certification of 2019/20 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 will be brought by the Council's officers and auditors to the meeting in April 2021.

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.

6. Resources

- 6.1 There is no specific budget allocation for the Audit and 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