

Work Programme 2020/21

Audit and Performance Committee

27 May 2020

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| | CANCELLED | |
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18 June 2020

| Agenda Item | Reasons & objective for item | Lead Officer |
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| 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 |
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| 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 |

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| 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 |
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| 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 |
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| 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 Moira 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 Moira Mackie (Internal Audit)</p> |

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| 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 |
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| 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) |
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| 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 |
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| 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) |
| UK Local Authority Credit Risk Report | To report on counterparty risk, necessary due diligence and credit checks on local authority names in the current Treasury counterparty list and accompanying consultant report about the statutory backdrop and an assessment of the current Treasury practices. | Phil Triggs Mathew Dawson (Treasury) |
| Finance & Performance Business Plan | To monitor Westminster City Council's financial position including revenue forecast outturn, revenue expenditure | Gerald Almeroth (Finance) |

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| Monitoring Report | including key risks and opportunities, capital expenditure and HRA revenue and capital expenditure and reserves. To monitor Quarter 2 performance results against the 2020/21 business plans. | 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 Moira Mackie (Internal Audit) |
| Internal Audit Plan 2020/21 | To review and comment on the draft audit plan for 2020/21 | David Hughes Moira Mackie (Internal Audit) |
| Corporate Complaints 2020/2021 | To report on the volume and details of complaints received by Westminster City Council in 2020/2021. | Sue Howell (Complaints) |
| Westminster Housing Service | To receive a report on performance from Westminster City Council's Housing Directorate. | Debbie Jackson / Neil Wightman (Housing) |
| 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 |
| 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 |
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| 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) |
| 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) |
| 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 |
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| 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 |

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| Immunisations | To monitor and review progress since the previous report to the Committee of 23 September 2020 | NHSE/ Natalia Clifford/Jeffrey Lake/Sarah Crouch |
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