



City of Westminster

Audit & Performance Committee Report

Date:	14 July 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 Governance and Committee Liaison
Report Author:	Artemis Kassi Lead Scrutiny Advisor

1. Executive Summary

- 1.1 The Committee is invited to consider its Work Programme for the 2021/22 municipal year attached at **Appendix 1**, and to confirm the agenda items for its next meetings on 15th and 29th September 2021.
- 1.2 The Committee is asked to note that the actions which arose from its meeting on 17th June 2021, as detailed in **Appendix 2**.

2. Recommendations

It is recommended that the Committee:

- 2.1 agree the agenda items for its meetings in September 2021, as set out in this report and Appendix 1; and
- 2.2 consider items for the future work programme for 2021/2022.

3. Choosing items for the Work Programme

- 3.1 The draft Work Programme for 2021/22 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 to this report as **Appendix 3**,) which may assist the Committee in identifying issues to be included in the Work Programme.

- 3.3 As members are aware, the Work Programme will be reviewed at each meeting of the Committee and items can be removed or added as necessary.
- 3.4 The Committee is asked to focus on its September meeting of 15th September 2021 and to consider receiving the Accounts at that meeting.
- 3.5 The Committee is further asked to reflect on agenda items for its meeting on 29th September 2021. It is suggested that, in addition to the Finance, Performance Internal Audit Monitoring Reports, the Committee consider receiving reports on Procurement Contract Performance, the Council's officer pay schemes, the Gifts and Hospitality Policy for Officers and immunisations.
- 3.6 Members also may wish to suggest items for inclusion in the work programme, subject to the Committee's terms of reference.

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 2021/22

Appendix 2 – Action Tracker

Appendix 3 - Terms of Reference

BACKGROUND PAPERS: None