



City of Westminster

# Audit & Performance Committee Report

<b>Date:</b>	<b>29 September 2021</b>
<b>Classification:</b>	<b>General Release</b>
<b>Title:</b>	<b>Work Programme</b>
<b>Wards Affected:</b>	<b>N/A</b>
<b>Financial Summary:</b>	<b>No direct financial implications arising from this report</b>
<b>Report of:</b>	<b>Head of Governance and Committee Liaison</b>
<b>Report Author:</b>	<b>Artemis Kassi Lead Scrutiny Advisor</b>

## 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 meeting on 15<sup>th</sup> and 29<sup>th</sup> September 2021.
- 1.2 The Committee is asked to note that the actions which arose from its meeting on 17<sup>th</sup> 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. The scheduled meetings for the remainder of the municipal year are:
  - 1 December 2021
  - 16 February 2022
  - 13 April 2022

- 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 reflect on agenda items for its meeting on 1<sup>st</sup> December 2021. It is suggested that, in addition to the Finance, Performance Internal Audit Monitoring Reports, the Committee consider receiving reports on immunisations and the Council's anti-fraud policies.
- 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