

Work Programme 2021/2022

Audit and Performance Committee

17 June 2021

Agenda Item	Reasons & objective for item	Lead Officer
Performance Report	To review the City Council's performance at the end of the 2020/2021 financial year.	Gerald Almeroth (Finance) Pedro Wrobel/ Mo Rahman / Damian Highwood (Performance)
2020/21 Financial Outturn	To receive a report on the Revenue and Capital Outturn for 2020 - 2021	Gerald Almeroth (Finance)
Treasury Management Strategy Outturn 2020/2021	To note a report on the Treasury Management Strategy Outturn	Gerald Almeroth Phil Triggs (Finance)
External Audit Certification of Claims and Returns Annual Audit 2019/20	To note the annual external review of grants claimed through a grants certification process. This includes a summary of the review of the Housing Benefit Subsidy claim for 2019/20	Gerald Almeroth/ Martin Hinckley (Finance) Grant Thornton
External Audit Plan	To receive an overview of the planned scope and timing of the statutory audits of the City of Westminster and the Westminster Pension Fund	Gerald Almeroth (Finance) Grant Thornton
Work Programme 2021/2022	To review the work programme for the 2021/2022 municipal year	Artemis Kassi

14 July 2021

Agenda Item	Reasons & objective for item	Lead Officer
Period 2 Finance Report	To review and consider the report of the Executive Director of Finance and Resources	Gerald Almeroth (Finance)
Draft Accounts	To receive a report on the Draft Accounts	Gerald Almeroth Jake Bacchus (Finance)
Annual Governance Statement	To receive a report on the Annual Governance Statement for 2021 - 2022	Gerald Almeroth (Finance)
Annual Opinion	To receive the Annual Opinion report on overall adequacy and effectiveness of the organisation's framework of governance, risk management and control	David Hughes Moir Mackie (Internal Audit)
Annual Fraud Report	To review work undertaken by the fraud service during the period 1 April 2020 to 31 March 2021	Andy Hyatt (Anti-Fraud)
Procurement Report	To review Procurement Services at Westminster following the launch of new operating models with increased alignment to the directorates.	Gerald Almeroth Sarah Warman Caron Smith
Work Programme 2021/2022	To review the work programme for the 2021/2022 municipal year	Artemis Kassi

29 September 2021

Agenda Item	Reasons & objective for item	Lead Officer
Audit Findings Report 2020 - 2021 for the General Fund and Pension Accounts Statement of Accounts	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. To receive the report by Grant Thornton	Gerald Almeroth Jake Bacchus (Finance) / 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 the quarterly performance results against the 2021/2022 business plans (Quarter 1)	Gerald Almeroth Jake Bacchus (Finance) Pedro Wrobel/ Damian Highwood/ Mo Rahman (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 (Quarter 1)	David Hughes Moirra Mackie (Internal Audit)
Verbal Update	To update the Committee on progress since its meeting of 14 July, following the thematic review undertaken on health and safety in schools as part of the Internal Audit Plan	David Hughes Moirra Mackie (Internal Audit)
Procurement Contract Performance	To review Contract Performance in the procurement context	Gerald Almeroth (Finance) Sarah Warman
Council Officers: Gifts and Hospitality Policy	To review the Council's Gifts and Hospitality Policy, as applicable to Council Officers	Lee Witham Tasnim Shawkat Joyce Golder

Work Programme 2021/2022	To review the work programme for the remainder of the municipal year	Artemis Kassi
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1 December 2021

Agenda Item	Reasons & objective for item	Lead Officer
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 2021/2022 business plans and to conduct a half-yearly overview of performance</p>	<p>Gerald Almeroth/ Jake Bacchus (Finance)</p> <p>Pedro Wrobel/ Annelie Drabu/ Sophie Shore/ Damian Highwood/ Mo Rahman (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 (Quarter 2)	David Hughes Moira Mackie (Internal Audit)
Internal Audit Charter	To review the 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)	David Hughes Moira Mackie (Internal Audit)
Mid-Year Counter Fraud Monitoring Report	To oversee and monitor the success of the Counter Fraud Service	David Hughes Andy Hyatt (Corporate Anti-Fraud Service)
Review Of Anti-Fraud Policies	To review and approve the following which are maintained by the Corporate Anti-Fraud Service: - Whistleblowing Policy; - Fraud Response Plan; - Anti-Bribery Policy; and - Anti-Money Laundering Policy (including procedures)	David Hughes Andy Hyatt (Corporate Anti-Fraud Service)

Verbal Update	To update the Committee on progress since its meeting of 14 July, following the thematic review undertaken on health and safety in schools as part of the Internal Audit Plan	Moira Mackie (Internal Audit)
Re-tender of External Audit Contract	To review and approve the arrangements for the retendering of the external audit contract	Jake Bacchus (Finance)
Corporate Complaints	To consider the Corporate Complaints Annual Review	Martin Hinckley Zoe Evans
Treasury Management Mid-Year Strategy	To review the Treasury Management Mid-Year Strategy	Phil Triggs Mathew Dawson
Council Staff Remuneration	To review the Council's pay schemes, as per the Constitution	Lee Witham
Work Programme 2021/2022	To review the work programme for the remainder of the municipal year	Artemis Kassi

16 February 2021

Agenda Item	Reasons & objective for item	Lead Officer
Immunisations	To monitor and review progress (including the Covid-19 vaccination programme) since the previous report to the Committee of 23 September 2020	NHSE/ Anna Raleigh/Natalia Clifford/Jeffrey Lake/Sarah Crouch
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 the quarterly performance results against the 2021/2022 business plans (Quarter 3)	Gerald Almeroth Jake Bacchus (Finance) Pedro Wrobel/ Damian Highwood/ Mo Rahman (Performance)

	OTHER ITEMS TO BE CONFIRMED	
Work Programme 2021/2022	To review the work programme for the remainder of the municipal year	Artemis Kassi

13 April 2022

Agenda Item	Reasons & objective for item	Lead Officer
	TO BE CONFIRMED	

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