

# Work Programme 2021/2022

## Audit and Performance Committee

**17 June 2021**

Agenda Item	Reasons & objective for item	Lead Officer
<b>Performance Report</b>	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)
<b>2020/21 Financial Outturn</b>	To receive a report on the Revenue and Capital Outturn for 2020 - 2021	Gerald Almeroth (Finance)
<b>Treasury Management Strategy Outturn 2020/2021</b>	To note a report on the Treasury Management Strategy Outturn	Gerald Almeroth Phil Triggs (Finance)
<b>External Audit Certification of Claims and Returns Annual Audit 2019/20</b>	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
<b>External Audit Plan</b>	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
<b>Work Programme 2021/2022</b>	To review the work programme for the 2021/2022 municipal year	Artemis Kassi

**14 July 2021**

<b>Agenda Item</b>	<b>Reasons &amp; objective for item</b>	<b>Lead Officer</b>
<b>Period 2 Finance Report</b>	To review and consider the report of the Executive Director of Finance and Resources	Gerald Almeroth (Finance)
<b>Draft Accounts</b>	To receive a report on the Draft Accounts	Gerald Almeroth Jake Bacchus (Finance)
<b>Annual Governance Statement</b>	To receive a report on the Annual Governance Statement for 2021 - 2022	Gerald Almeroth (Finance)
<b>Annual Opinion</b>	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)
<b>Annual Fraud Report</b>	To review work undertaken by the fraud service during the period 1 April 2020 to 31 March 2021	Andy Hyatt (Anti-Fraud)
<b>Procurement Report</b>	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
<b>Work Programme 2021/2022</b>	To review the work programme for the 2021/2022 municipal year	Artemis Kassi

## 29 September 2021

Agenda Item	Reasons & objective for item	Lead Officer
<b>Audit Findings Report 2020 - 2021 for the General Fund and Pension Accounts Statement of Accounts</b>	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
<b>Finance &amp; Performance Business Plan Monitoring Report</b>	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)
<b>Internal Audit Monitoring Report</b>	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 Moir Mackie (Internal Audit)
<b>Verbal Update</b>	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 Moir Mackie (Internal Audit)
<b>Procurement Contract Performance</b>	To review Contract Performance in the procurement context	Gerald Almeroth (Finance) Sarah Warman
<b>Council Officers: Gifts and Hospitality Policy</b>	To review the Council's Gifts and Hospitality Policy, as applicable to Council Officers	Lee Witham Tasnim Shawkat Joyce Golder

<b>Work Programme 2021/2022</b>	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
<b>Finance &amp; Performance Business Plan Monitoring Report</b>	<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>
<b>Internal Audit Monitoring Report</b>	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)
<b>Internal Audit Charter</b>	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)
<b>Mid-Year Counter Fraud Monitoring Report</b>	To oversee and monitor the success of the Counter Fraud Service	David Hughes Andy Hyatt (Corporate Anti-Fraud Service)
<b>Review Of Anti-Fraud Policies</b>	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)

<b>Verbal Update</b>	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)
<b>Re-tender of External Audit Contract</b>	To review and approve the arrangements for the retendering of the external audit contract	Jake Bacchus (Finance)
<b>Corporate Complaints</b>	To consider the Corporate Complaints Annual Review	Martin Hinckley Zoe Evans
<b>Treasury Management Mid-Year Strategy</b>	To review the Treasury Management Mid-Year Strategy	Phil Triggs Mathew Dawson
<b>Council Staff Remuneration</b>	To review the Council's pay schemes, as per the Constitution	Lee Witham
<b>Work Programme 2021/2022</b>	To review the work programme for the remainder of the municipal year	Artemis Kassi

## 16 February 2021

<b>Agenda Item</b>	<b>Reasons &amp; objective for item</b>	<b>Lead Officer</b>
<b>Metropolitan Police Basic Command Unit</b>	To monitor and review the performance of the Metropolitan Police Service Basic Command Unit for Westminster.	Metropolitan Police Service / WCC (Raj Mistry/Calvin Maclean)
<b>Immunisations</b>	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/Sarah Crouch
<b>Council Staff Remuneration</b>	To consider and review the Council's pay schemes, as per the Constitution. This report follows the December report, when the Committee requested more comprehensive information	Lee Witham / Pedro Wrobel

<b>Internal Audit Progress Report</b>	To review and comment on the progress of Internal Audit for 2021/2022	David Hughes / Moira Mackie
<b>Internal Audit Plan Report</b>	To review and comment on the draft audit plan for 2021/22	David Hughes / Moira Mackie
<b>Maintaining High Ethical Standards at the City Council</b>	To maintain an overview of the arrangements in place for maintaining high ethical standards throughout the City Council.	Hazel Best (Interim Monitoring Officer) / Joyce Golder / David Hughes / Lee Witham
<b>Finance &amp; Performance Business Plan Monitoring Report</b>	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 (Period 9).  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)
<b>External Audit Value for Money Report</b>	To review the external audit Value for Money report	Gerald Almeroth Jake Bacchus (Finance) / Joanne Brown Laurelin Griffiths (Grant Thornton)
<b>Report on the Appointment of External Auditors</b>	To receive a report on the proposal to accept the Public Sector Audit Appointments (PSAA) invitation to use its framework to appoint external auditors for five financial years commencing 1 April 2023, with a view to making a recommendation to Full Council	Gerald Almeroth Jake Bacchus (Finance)
<b>Report on the Financial Management Code</b>	To review the report	Gerald Almeroth Jake Bacchus (Finance)

<b>Work Programme 2021/2022</b>	To review the work programme for the remainder of the municipal year	Artemis Kassi
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**13 April 2022**

<b>Agenda Item</b>	<b>Reasons &amp; objective for item</b>	<b>Lead Officer</b>
	<b>TO BE CONFIRMED</b>	
<b>Work Programme 2021/2022</b>	To review the work programme	Artemis Kassi

**Unallocated Work Programme Items**

<b>Agenda Item</b>	<b>Reasons &amp; objective for item</b>	<b>Lead Officer</b>
	TBC	