

Work Programme 2023/24 – Audit and Performance Committee

ROUND 1 24 May 2023		
Agenda item	Purpose	Officer
22/23 Year End Performance Report	To monitor the quarterly performance results.	Pedro Wrobel Mo Rahman (Performance)
Internal Audit Progress 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)
Review of Effectiveness of the Audit Committee (TBC)	To consider the outcomes of the review and identify any areas for improvement.	David Hughes Moira Mackie (Internal Audit)
Work Programme 2023/2024	To review the work programme for the 2023/ 2024 municipal year.	Clare O’Keefe (Lead Policy and Scrutiny Advisor)

ROUND 2 24 July 2023		
Agenda item	Purpose	Officer
Internal Audit Annual Report	To receive the Annual Opinion report on overall adequacy and effectiveness of the organisation's framework of governance, risk management and control.	David Hughes Moira Mackie (Internal Audit)
Counter Fraud End of Year Report	To oversee and monitor the success of the Counter Fraud Service.	David Hughes Andy Hyatt (Corporate Anti-Fraud Service)
Annual Report of the Committee (for submission to Full Council)	To receive the Annual Opinion report on overall adequacy and effectiveness of the organisation's framework of governance, risk management and control.	Report of the Committee Chair can be supported by Clare O’Keefe, David Hughes and Moira Mackie (Internal Audit)
Review of draft Statement of Accounts	To receive and review the draft Statement of Accounts for the Council and the Pension Fund.	Gerald Almeroth Jake Bacchus (Finance) Phil Triggs (Treasury)
External Auditor’s Audit Plan	To note the external auditor’s plan for completing the audit so it can be	Gerald Almeroth Jake Bacchus

	presented to the Committee on 28 November 2023.	(Finance)
Work Programme 2023/2024	To review the work programme for the 2023/ 2024 municipal year	Clare O'Keefe (Lead Policy and Scrutiny Advisor)

ROUND 3 6 September 2023		
Agenda item	Purpose	Officer
Q1 Year End Performance Report	To monitor the quarterly performance results.	Pedro Wrobel Mo Rahman (Performance)
Contract and Supplier Performance Report	To review a report on the Council's Contract and Supplier Performance.	Sarah Warman (Commercial Partnerships)
General Procurement Update	To update the Committee on the Council's Procurement service.	Sarah Warman (Commercial Partnerships)
Financial Outturn Report 2022/23	To receive and note a report to inform the Committee of the outturn position for 2022/23 for both revenue and capital.	Gerald Almeroth Jake Bacchus (Finance)
Q1 Finance Monitor	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.	Gerald Almeroth Jake Bacchus (Finance)
Work Programme 2023/2024	To review the work programme for the 2023/ 2024 municipal year.	Clare O'Keefe (Lead Policy and Scrutiny Advisor)

ROUND 4 24 October 2023		
Agenda item	Purpose	Officer
Internal Audit Progress 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 Moir Mackie (Internal Audit)

Mid-Year Counter Fraud Report	To oversee and monitor the success of the Counter Fraud Service.	David Hughes Andy Hyatt (Corporate Anti-Fraud Service)
Treasury Management Strategy Outturn 2022/2023	To note the annual treasury management final outturn 2021/22.	Gerald Almeroth Jake Bacchus (Finance) Phil Triggs (Treasury)
Treasury Management Strategy Mid-Year Review	To review the Treasury Management Mid-Year Strategy.	Phil Triggs (Treasury)
Work Programme 2023/2024	To review the work programme for the 2023/ 2024 municipal year.	Clare O'Keefe (Lead Policy and Scrutiny Advisor)

ROUND 5 28 November 2023		
Agenda item	Purpose	Officer
Q2 Year End Performance Report	To monitor the quarterly performance results.	Pedro Wrobel Mo Rahman (Performance)
Corporate Complaints Report	To consider the Corporate Complaints Annual Review.	Zoe Evans (Complaints and Customer Services)
Q2 Finance Monitor	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.	Gerald Almeroth Jake Bacchus (Finance)
Audited Accounts and Final 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.	Gerald Almeroth Jake Bacchus (Finance) Phil Triggs (Treasury)
External Auditor's Annual Report	To review the External Auditor's Annual Report and management response to recommendations.	Gerald Almeroth Jake Bacchus (Finance)
Work Programme 2023/2024	To review the work programme for the 2023/ 2024 municipal year.	Clare O'Keefe (Lead Policy and Scrutiny Advisor)

ROUND 6 27 February 2024		
Agenda item	Purpose	Officer
Q3 Year End Performance Report	To monitor the quarterly performance results.	Pedro Wrobel Mo Rahman (Performance)
Ethical Standards Report	To maintain an overview of the arrangements in place for maintaining high ethical standards throughout the City Council.	Parveen Akhtar / Joyce Golder / David Hughes / Lee Witham
Internal Audit Progress 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 2024/25	To review and comment on the draft audit plan for 2024/25.	David Hughes Moira Mackie (Internal Audit)
Q3 Finance Monitor	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.	Gerald Almeroth Jake Bacchus (Finance)
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) Phil Triggs (Treasury)
Work Programme 2023/2024	To review the work programme for the 2023/ 2024 municipal year.	Clare O'Keefe (Lead Policy and Scrutiny Advisor)

ROUND 7 16 April 2024 – TBC		
Agenda item	Purpose	Officer