

Audit and Performance Committee Report

Date:	24 July 2023
Classification:	General Release
Title:	2022/2023 Work Programme
Report of:	Head of Governance and Councillor Liaison
Wards Involved:	N/A
Report Author and Contact Details:	Clare O’Keefe cokeefe@westminster.gov.uk

1. Executive Summary

- 1.1 This report requests the Committee Members to consider the Work Programme for the 2023/2024 municipal year attached at Appendix 1, to confirm the agenda items for its next meeting on 6 September 2023, and discuss the proposed extraordinary meeting in October.

2. Recommendations

It is recommended that the Committee:

- 2.1 Agree the agenda items for its next meeting on 6 September 2023, as set out in this report and Appendix 1;
- 2.2 Discuss the proposed extraordinary meeting in October to be held after the scheduled meeting on 24 October but before the end of the month and will consider the Audited Accounts and Final Statement of Accounts; and
- 2.3 Consider items for the future Work Programme for 2023/2024.

3. Selecting items for the Work Programme

- 3.1 The draft Work Programme for 2023/24 is attached at Appendix 1 to the report. The scheduled meetings for the next municipal year are:
- 6 September 2023;
 - 24 October 2023;
 - 28 November 2023;
 - 27 February 2024; and
 - 16 April 2024.

- 3.2 Members' attention is drawn to the Terms of Reference for the Audit and Performance Committee (attached to this report as Appendix 2) 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 Members also may wish to suggest items for inclusion in the Work Programme, subject to the Committee's Terms of Reference, attached as Appendix 2.
- 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 3. 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 Clare O'Keefe.

cokeefe@westminster.gov.uk

Appendix 1: Work Programme
Appendix 2: Terms of Reference
Appendix 3: Action Tracker