

## Work Programme 2024/25 – Audit and Performance Committee

ROUND 2 5 September 2024		
Agenda item	Purpose	Responsible Officers
Q1 Performance Report	To receive the performance updates at quarter 1 and indicate any areas where more information or clarification is required.	Mo Rahman (Performance)
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 (Finance)
Contract and Supplier Performance Report	To review a report on the Council's Contract and Supplier Performance.	Sarah Warman Ed Humphreys (Commercial Partnerships)
General Procurement Update	To update the Committee on the Council's Procurement service.	Sarah Warman Ed Humphreys (Commercial Partnerships)
Matters Arising and Work Programme 2024/2025	To discuss any matters arising from the previous meeting, including new or unresolved matters and shape the Committee's work programme for the municipal year 2024/25.	Clare O'Keefe (Lead Policy and Scrutiny Advisor)

ROUND 3 22 October 2024		
Agenda item	Purpose	Responsible Officers
Annual Corporate Complaints report	To consider the Corporate Complaints Annual Review.	Zoe Evans (Complaints and Customer Services)
Treasury Management Strategy Mid-Year Review	To review the Treasury Management Mid-Year Strategy.	Phil Triggs (Treasury)
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)

Counter Fraud Policy Review 2022/23	To review and approve anti-fraud policies	David Hughes Andy Hyatt (Corporate Anti-Fraud Service)
Matters Arising and Work Programme 2024/2025	To discuss any matters arising from the previous meeting, including new or unresolved matters and shape the Committee's work programme for the municipal year 2024/25.	Clare O'Keefe (Lead Policy and Scrutiny Advisor)

<b>ROUND 4</b> <b>25 November 2024</b>		
<b>Agenda item</b>	<b>Purpose</b>	<b>Responsible Officers</b>
Q2 Performance Report	To receive the performance updates at quarter 2 and indicate any areas where more information or clarification is required.	Mo Rahman (Performance)
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 (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 (Finance) Phil Triggs (Treasury)
External Auditor's Annual Report	To review the External Auditor's Annual Report and management response to recommendations.	Gerald Almeroth (Finance)
Matters Arising and Work Programme 2024/2025	To discuss any matters arising from the previous meeting, including new or unresolved matters and shape the Committee's work programme for the municipal year 2024/25.	Clare O'Keefe (Lead Policy and Scrutiny Advisor)

<b>ROUND 5</b> <b>11 March 2025</b>		
<b>Agenda item</b>	<b>Purpose</b>	<b>Responsible Officers</b>
Q3 Performance Report	To receive the performance updates at quarter 3 and indicate any areas where more information or clarification is required.	Mo Rahman (Performance)

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 (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)
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 2025/26	To review and comment on the draft audit plan for 2025/26.	David Hughes Moira Mackie (Internal Audit)
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/ Claire Weeks/ Moira Mackie/ Andrew Hyatt
Matters Arising and Work Programme 2025/2026	To discuss any matters arising from the previous meeting, including new or unresolved matters and shape the Committee's work programme for the municipal year 2025/26.	Clare O'Keefe (Lead Policy and Scrutiny Advisor)

Unallocated:

Review of Internal Audit Strategy and Charter	To review and approve the Internal Audit Strategy and Charter once updated to ensure compliance with the new IIA Standards for Internal Audit which are effective from January 2025.	David Hughes Moira Mackie (Internal Audit)
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