

# Work Programme 2015/16

## Audit and Performance Committee

18 MAY 2015

Agenda Item	Reasons & objective for item	Lead Officer
<b>Final Annual Accounts 2014/15</b>	To present the final 2014/15 annual accounts.	Steve Mair (Finance)
<b>KPMG Annual Governance Report</b>	To review and comment on the findings of the letter and on actions being taken in response to recommendations. In line with CIPFA guidance on audit committees and ISA 260 which requires the letter to be communicated to 'those charged with governance' along with the auditor's opinion on the financial statements.	Andrew Sayers (KPMG)
<b>Annual Internal Audit and Counter Fraud Monitoring Report</b>	To oversee and monitor the success of the annual Audit and Anti-Fraud Service in planning and delivering outcomes and establishing an effective and robust internal control framework.	Chris Harris (Baker Tilly)
<b>Local Audit and Accountability Act 2014</b>	To receive a report on the implications of the act.	Steve Mair (Finance)

**15 July 2015**

<b>Agenda Item</b>	<b>Reasons &amp; objective for item</b>	<b>Lead Officer</b>
<b>Work Programme 2015-16</b>	The Committee is invited at its first meeting of the 2015/16 municipal year to agree a work programme.	Reuben Segal
<b>Annual Contracts Review 2014/15</b>	To review of the City Council's contracts, including details of contracts awarded, waivers and performance.	Anthony Oliver (Procurement)
<b>2014/15 End of year Performance Business Plan Monitoring and Period 2 (May) Report</b>	To monitor the budget, contracts, risk and delivery through the quarterly performance plan monitoring report and quarterly reports on service and financial performance. The report will also include details of measures to improve payment performance and debt recovery within the City Council as well as monitoring the write-off position.	Steve Mair (Finance)  Mo Rahman (Performance)

## 17 September 2015

<b>Agenda Item</b>	<b>Reasons &amp; objective for item</b>	<b>Lead Officer</b>
<b>Work Programme 2015-16</b>	The Committee is invited to review its work programme for the 2015/16 municipal year and monitor the progress of the Working Groups.	Reuben Segal
<b>Staffing Issues</b>	To consider service pressures and challenges within Human Resources including the number and cost of temporary agency contractors across the Council and staff turnover.	Carolyn Beech (HR)
<b>Finance &amp; Performance Business Plan Monitoring Report</b>	To monitor the budget, contracts, risk and delivery through the quarterly performance plan monitoring report and quarterly reports on service and financial performance. The report will also include details of measures to improve payment performance and debt recovery within the City Council as well as monitoring the write-off position.	Steven Mair (Finance)  Mo Rahman (Performance)
<b>Internal Audit and Counter Fraud Monitoring Reports</b>	To oversee and monitor the success of the Audit and Anti-Fraud Services in planning and delivering outcomes and establishing an effective and robust internal control framework.	Moyra McGarvey (Internal Audit)  Andy Hyatt (Anti-Fraud)
<b>Risk Management</b>	To monitor the current status of key service area risks, together with the identification of risks arising as part of the programmes currently being undertaken.	Hugh Jordan (Strategic Performance Team)

<b>Change to the Council's Auditor</b>	To note a change of auditor due to the discovery of a conflict of interest.	Steve Mair (Finance)
<b>Update on the Managed Services Programme</b>	The update will include information on performance of the contractor, errors and issues identified and potential risks to the Council from the implementation of MSP.	Steve Mair/Moira Mackie

**3 November 2015**

<b>Agenda Item</b>	<b>Reasons &amp; objective for item</b>	<b>Lead Officer</b>
<b>Update on Managed Services Programme</b>	To consider an operational update on MSP since the last meeting and to submit questions to the contractor on this and associated matters.	Nick Dawe (Bi-Borough Corporate Services)

## 2 December 2015

Agenda Item	Reasons & objective for item	Lead Officer
<b>Work Programme 2014-15</b>	The Committee is invited to review its work programme for the 2014/15 municipal year and monitor the progress of the Working Groups.	Reuben Segal
<b>KPMG Annual Audit Letter 2014/15</b>	To provide KPMG's assessment of the Council's financial statements and its arrangements to secure value for money in its use of resources.	Andrew Sayers (KPMG)
<b>Corporate Complaints 2014/15</b>	To report on the volume and details of complaints received by the Council and CityWest Homes in 2014/15.	Sue Howell (Complaints)
<b>Update on Corporate Contract Management</b>	To provide an update on Contract Management Framework, Procurement & Commercial training including compliance with contract record keeping within capitalEsourcing	Anthony Oliver (Procurement)
<b>Finance &amp; Performance Business Plan Monitoring Report</b>	To monitor the budget, contracts, risk and delivery through the quarterly performance plan monitoring report and quarterly reports on service and financial performance. The report will also include details of measures to improve payment performance and debt recovery within the City Council as well as monitoring the write-off position.	Steven Mair (Finance)  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.	Moyra McGarvey (Internal Audit)
<b>Headline results from 'Your Voice' Survey 2015</b>	To consider the headline results of 'Your Voice' an annual staff engagement survey designed to give staff a voice, highlighting what does and doesn't work well.	Carolyn Beech (HR)
<b>Update on Use of Temporary Agency Contractors</b>	To monitor and consider the number of temporary agency contractors in post over 2 years by Department	Carolyn Beech (HR)
<b>Lessons Learned - Managed Services Programme</b>	To consider the key findings from a Lessons Learned Review undertaken by external auditors at the request of the Interim Bi-Borough Executive Director of Corporate Services	Nick Dawe Corporate Services



**10 November 2015**

<b>Agenda Item</b>	<b>Reasons &amp; objective for item</b>	<b>Lead Officer</b>
<b>Update on Managed Services Programme</b>	To consider an update on MSP since the last meeting and to submit questions to the contractor on this and associated matters.	Nick Dawe (Bi-Borough Corporate Services)

**12 January 2016**

<b>Agenda Item</b>	<b>Reasons &amp; objective for item</b>	<b>Lead Officer</b>
<b>Update on Managed Services Programme</b>	To consider an update on MSP since the last meeting and to submit questions to the contractor on this and associated matters.	Nick Dawe (Bi-Borough Corporate Services)



### 3 February 2016

<b>Agenda Item</b>	<b>Reasons &amp; objective for item</b>	<b>Lead Officer</b>
<b>Work Programme 2015-16</b>	The Committee is invited to review its work programme for the 2015/16 municipal year and monitor the progress of the Working Groups.	Reuben Segal
<b>KPMG Certification of Claims and Returns Annual Report (Audit 2014/15)</b>	To report the findings from the certification of 2014/15 claims and the messages arising from the assessment of the Council's arrangements for preparing claims and returns and information on claims that were amended or qualified.	Andrew Sayers (KPMG)
<b>KPMG Annual Audit Plan 2015/16</b>	To set out the audit work that KPMG proposes to undertake for the audit of the financial statements and the value for money (VFM) conclusion 2015/16.	Grant Thornton
<b>Finance &amp; Performance Business Plan Monitoring Report</b>	To monitor the budget, contracts, risk and delivery through the quarterly performance plan monitoring report and quarterly reports on service and financial performance. The report will also include details of measures to improve payment performance and debt recovery within the City Council as well as monitoring the write-off position.	Steven Mair (Finance)  Mo Rahman (Performance)
<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 Authority	Charlie Parker (Chief Executive)
<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.	Moyra McGarvey Internal Audit

<b>Internal Audit Plan 2016/17</b>	To review and comment on the draft audit plan for 2016/17	Moyra McGarvey (Internal Audit)

**11 February 2016**

<b>Agenda Item</b>	<b>Reasons &amp; objective for item</b>	<b>Lead Officer</b>
<b>Update on Managed Services Programme</b>	To consider an update on MSP since the last meeting and to submit questions to the contractor on this and associated matters.	Nick Dawe (Bi-Borough Corporate Services)

**12 May 2016**

<b>Agenda Item</b>	<b>Reasons &amp; objective for item</b>	<b>Lead Officer</b>
<b>Work Programme 2014-15</b>	The Committee is invited to review its work programme for the 2012/13 municipal year and monitor the progress of the Working Groups.	Reuben Segal
<b>Annual Statement of Accounts</b>	To review the final Annual Statement of Accounts 2015-16.	Steve Mair (Finance)
<b>Annual 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.	Moyra McGarvey (Internal Audit)
<b>Annual Counter Fraud Monitoring Report</b>	To oversee and monitor the success of the Counter Fraud Service	Andy Hyatt (Anti-Fraud)
<b>Update on Staffing Matters in relation to Agency Staff and Turnover</b>	To consider an update report on staff turnover and temporary agency contractors since September 2015	Carolyn Beech (HR)
<b>Housing Revenue Account</b>	To assess the implications to the Council's HRA of the Government's requirement of local authorities to sell off their top third most expensive housing as it becomes vacant.	Steve Mair (Finance)  Executive Director for Growth, Planning & Housing