

# Work Programme 2017/18

## Audit and Performance Committee

**17 July 2017**

Agenda Item	Reasons & objective for item	Lead Officer
<b>Work Programme 2017/18</b>	The Committee is invited to review its work programme for the 2017/18 municipal year.	Reuben Segal
<b>Annual Statement of Accounts</b>	To formally receive and approve the final accounts with any update arising from the public inspection period.	Steve Mair (Finance)
<b>Annual Contracts Review 2016/17</b>	To review of the City Council's contracts, including details of contracts awarded, waivers and performance.	Anthony Oliver (Procurement)
<b>2016/17 End of year Performance Business Plan Monitoring and Period 2 (May) Report</b>	<p>The year-end report presents detailed performance results for the year April 2016 to March 2017 against the 2016/17 business plans.</p> <p>To monitor the Council's financial position including revenue forecast outturn, revenue expenditure including key risks and opportunities, capital expenditure and HRA</p>	<p>Steve Mair (Finance)</p> <p>Damian Highwood/Mo Rahman (Performance)</p>

	revenue and capital expenditure and reserves.	
<b>Capital Programme Delivery Review</b>	To consider key solutions to address concerns regarding delays in the delivery of key capital projects including how the capacity and capability of the organisation to deliver capital programmes can be enhanced. To receive an overview of the implementation of the new approach across 3 or 4 schemes..	Steve Mair (Finance)
<b>Discretionary Housing Payment (DHP) Delegated Decisions</b>	To receive an overview of DHP applications received and determined at officer level in the last 12 months including amounts awarded as well as information on procedures and verification processes.	Gwynn Thomas Senior Benefits Policy Officer

**18 September 2017**

<b>Agenda Item</b>	<b>Reasons &amp; objective for item</b>	<b>Lead Officer</b>
<b>Work Programme 2017/18</b>	The Committee is invited to review its work programme for the 2017/18 municipal year.	Reuben Segal
<b>Finance &amp; Performance Business Plan Monitoring Report</b>	<p>To monitor the 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 1 performance results against the 2017/18 business plans</p>	<p>Steven Mair (Finance)</p> <p>Mo Rahman (Performance)</p>
<b>Internal Audit Monitoring Reports</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.	David Hughes (Internal Audit)
<b>Commercial Revenue Performance</b>	To consider the performance and outcomes as well as future targets of corporate commercial revenue performance. To examine the risks and mitigations associated with achieving these objectives.	Steve Mair (Finance)
<b>General Fund Reserves Policy</b>	To consider how the aim to build up further general fund reserves over the next 5 years can be delivered and the risks for achieving this together with mitigation measures.	Steve Mair (Finance)

**23 November 2017**

<b>Agenda Item</b>	<b>Reasons &amp; objective for item</b>	<b>Lead Officer</b>
<b>Work Programme 2017/18</b>	The Committee is invited to review its work programme for the 2017/18 municipal year.	Reuben Segal
<b>Grant Thornton Annual Audit Letter 2016/17</b>	To consider Grant Thornton's assessment of the Council's financial statements and its arrangements to secure value for money in its use of resources.	Elizabeth Jackson Paul Dossett (Grant Thornton)
<b>Corporate Complaints 2016/17</b>	To report on the volume and details of complaints received by the Council and CityWest Homes in 2016/17.	Sue Howell (Complaints)
<b>Finance &amp; Performance Business Plan Monitoring Report</b>	<p>To monitor the 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 2017/18 business plans</p>	<p>Steven Mair (Finance)</p> <p>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.	David Hughes (Internal Audit)
<b>Mid-Year Counter Fraud Monitoring Report</b>	To oversee and monitor the success of the Counter Fraud Service	Andy Hyatt (Anti-Fraud)

## 1 February 2017

Agenda Item	Reasons & objective for item	Lead Officer
<b>Work Programme 2017/18</b>	The Committee is invited to review its work programme for the 2017/18 municipal year.	Reuben Segal
<b>Grant Thornton Certification of Claims and Returns Annual Report (Audit 2016/17)</b>	To report the findings from the certification of 2016/17 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.	Elizabeth Jackson Paul Dossett (Grant Thornton)
<b>Grant Thornton Annual Audit Plan 2017/18</b>	To set out the audit work that Grant Thornton proposes to undertake for the audit of the financial statements and the value for money (VFM) conclusion 2017/18.	Elizabeth Jackson Paul Dossett (Grant Thornton)
<b>Finance &amp; Performance Business Plan Monitoring Report</b>	To monitor the 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 Quarter 3 performance results against the 2017/18 business plans	Steven Mair (Finance)  Mo Rahman/Damian Highwood (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	Tasnim Shawkat (Monitoring Officer)
<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.	David Hughes (Internal Audit)

<b>Internal Audit Plan 2018/19</b>	To review and comment on the draft audit plan for 2018/19	David Hughes (Internal Audit)
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**23 April 2017**

<b>Agenda Item</b>	<b>Reasons &amp; objective for item</b>	<b>Lead Officer</b>
<b>Draft Annual Statement of Accounts and Outturn 2017/18</b>	To review the draft 2017-18 Annual Statement of Accounts and outturn.	Steve Mair (Finance)
<b>Draft Audit Findings Report 2017/18</b>	To review the reports from the Council's external auditors on the key findings arising from their audit of the councils 2017-18 financial statements (Council and Pension Fund)	Paul Dossett Elizabeth Jackson (Grant Thornton)
<b>Update on Arrangements for the Management of the Capital Programme</b>	To consider an update on arrangements that are in place to manage the Council's capital programme for the General Fund and Housing Revenue Account.	Steve Mair (Finance)