

Work Programme 2019/20

Audit and Performance Committee

19 September 2019

Agenda Item	Reasons & objective for item	Lead Officer
Finance & Performance Business Plan Monitoring Report	<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 the performance of the Police Basic Command Unit for Westminster 6 months after implementation.</p> <p>To monitor Quarter 1 performance results against the 2019/20 business plans</p>	<p>Gerald Almeroth (Finance)</p> <p>Mo Rahman/ Damian Highwood (Performance)</p>
Annual Contracts Review 2018/19 and Procurement Update	<p>To review of the City Council's contracts, including details of contracts awarded, waivers and performance.</p> <p>To also review progress and key performance indicators for the new operating model; together with contracts for SEN Transport - to include how the money was being spent and how the service was operating.</p>	<p>Kevin Goad (Procurement)</p> <p>Annabel Saunders (Commissioning)</p>
Update on HRA Capital Programme	<p>To consider a report on the HRA Capital Programme outturn against forecast and mitigation measures to address any underspend.</p>	<p>Gerald Almeroth (Finance)</p> <p>Barbara Brownlee (Housing)</p>
Internal Audit Monitoring Report	<p>To oversee and monitor the success of the Audit Service in planning and delivering outcomes and establishing an effective and robust internal control framework.</p>	<p>David Hughes (Internal Audit)</p>

Internal Audit Charter	To review the Council's Internal Audit Charter which is maintained by the Shared Services Director for Internal Audit, Fraud, Risk and Insurance in accordance with the requirements of the Public Sector Internal Audit Standards (PSIAS)	David Hughes (Internal Audit)
CityWest Homes Performance	To receive a report from the Council's Housing Directorate and CWH on CWH operational performance following the transition to a new operating model and the procurement of new repairs and maintenance services.	Barbara Brownlee/ Tom McGregor (CWH)
Managed Services Update	To receive an update on the transition to Hampshire County Council.	Dave Hodgkinson (Finance) Jeremy Beresford (LCF Manager)
Work Programme 2019/20	The Committee is invited to review its work programme for the 2019/20 municipal year.	Andrew Palmer

27 November 2019

Agenda Item	Reasons & objective for item	Lead Officer
Grant Thornton Annual Audit Letter 2018/19	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.	Paul Jacklin Paul Dossett (Grant Thornton)
Progress and Update on 2019-2020 Audit	To consider an update on the 2019 - 2020 Audit and key information on accounting changes and emerging issues for local government	Paul Jacklin Paul Dossett (Grant Thornton)
Corporate Complaints 2018/19	To report on the volume and details of complaints received by the Council and CityWest Homes in 2018/19.	Sue Howell (Complaints)

Finance Monitoring Report	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.	Gerald Almeroth (Finance) Dave Hodgkinson (Finance)
Internal Audit Monitoring 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 (Internal Audit)
Mid-Year Counter Fraud Monitoring Report	To oversee and monitor the success of the Counter Fraud Service.	Andy Hyatt (Anti-Fraud)
Review of Anti-Fraud Policies	To review and approve the following which are maintained by the Corporate Anti-fraud Service: <ul style="list-style-type: none"> • Whistleblowing Policy • Fraud Response Plan • Anti-bribery Policy • Anti-money Laundering Policy (including procedures) 	Andy Hyatt (Anti-Fraud)
Review of Effectiveness	To consider the outcomes of the following reviews: <ul style="list-style-type: none"> • The CIPFA Took Kit on Effective Audit Committees; • The CIPFA Statement on the Role of the Head of Internal Audit • The CIPFA Statement on the Role of the Chief Financial Officer; • The Public Sector Internal Audit Standards (PSIAS) Self-Assessment 	David Hughes (Internal Audit)
Work Programme 2019/20	The Committee is invited to review its work programme for the 2019/20 municipal year.	Andrew Palmer

5 February 2020

Agenda Item	Reasons & objective for item	Lead Officer
Grant Thornton Certification of Claims and Returns Annual Report (Audit 2018/19)	To report the findings from the certification of 2018/19 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.	Paul Jacklin Paul Dossett (Grant Thornton) Martin Hinckley
Grant Thornton Annual Audit Plan 2019/20	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 2019/20.	Paul Jacklin Paul Dossett (Grant Thornton)
Maintaining High Ethical Standards at the City Council	To maintain an overview of the arrangements in place for maintaining high ethical standards throughout the Authority.	Tasnim Shawkat (Monitoring Officer)
Finance & Performance Business Plan Monitoring Report	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 2 performance results against the 2019/20 business plans.	Gerald Almaroth (Finance) Mo Rahman/ Damian Highwood (Performance)
Internal Audit Monitoring 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 (Internal Audit)
Internal Audit Plan 2020/21	To review and comment on the draft audit plan for 2020/21	David Hughes (Internal Audit)
Managed Services Update	To receive an update on the arrangements with Hampshire County Council.	Dave Hodgkinson (Finance) Jeremy Beresford (LCF Manager)

CityWest Homes Performance	To receive a report from the Council's Housing Directorate and CWH on CWH operational performance following the transition to a new operating model and the procurement of new repairs and maintenance services.	Barbara Brownlee/ Jonathan Cowie (CWH)
Work Programme 2019/20	The Committee is invited to review its Work Programme.	Andrew Palmer

30 April 2020

Agenda Item	Reasons & objective for item	Lead Officer
Draft Annual Statement of Accounts and Outturn 2019/20	To review the draft 2019-20 Annual Statement of Accounts and outturn.	Gerald Almeroth (Finance)
Draft Audit Findings Report 2019/20	To review the reports from the Council's external auditors on the key findings arising from their audit of the councils 2019-20 financial statements (Council and Pension Fund)	Paul Dossett Paul Jacklin (Grant Thornton)
Finance & Performance Business Plan Monitoring Report	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 2019/20 business plans	Gerald Almeroth (Finance) Mo Rahman/ Damian Highwood (Performance)