

Work Programme – Audit and Performance Committee

ROUND 3 7 September 2022		
Agenda item	Purpose	Officer
Quarterly Performance Report (Apr-Jun 22/23)	To monitor the quarterly performance results.	Pedro Wrobel 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 Jake Bacchus (Finance)
Work Programme 2022/2023	To review the work programme for the remainder of the municipal year	Clare O'Keefe

ROUND 4 29 September 2022		
Agenda item	Purpose	Officer
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 Jake Bacchus (Finance) Phil Triggs (Treasury)
Treasury Management Strategy Outturn 2021/2022	To note the annual treasury management final outturn 2021/22.	Gerald Almeroth Jake Bacchus (Finance) Phil Triggs Mathew Dawson (Treasury)
Independent Member recruitment	To update the committee on the recruitment of an independent member.	Gerald Almeroth Jake Bacchus (Finance)
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 Moiria Mackie (Internal Audit)
External Auditor's Annual Report	To review the External Auditor's Annual Report and management response to recommendations.	Gerald Almeroth Jake Bacchus (Finance)

Work Programme 2022/2023	To review the work programme for the remainder of the municipal year	Artemis Kassi
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ROUND 5 29 November 2022		
Agenda item	Purpose	Officer
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 Jake Bacchus (Finance)
Quarterly Performance Report (July-Sept 22/23)	To monitor the quarterly performance results.	Pedro Wrobel Mo Rahman (Performance)
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 Moirra Mackie (Internal Audit)
Review of the 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 Moirra 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)
Review of Anti-Fraud Policies	To review and approve the following which are maintained by the Corporate Anti-Fraud Service: - Whistleblowing Policy; - Fraud Response Plan; - Anti-Bribery Policy; and - Anti-Money Laundering Policy (including procedures)	David Hughes Andy Hyatt (Corporate Anti-Fraud Service)
Treasury Management Strategy Mid-Year Review	To review the Treasury Management Mid-Year Strategy	TBC
General Procurement Update		Caron Smith (Procurement)
Contract and Supplier Performance Report		Caron Smith (Procurement)

Corporate Complaints report	To consider the Corporate Complaints Annual Review	TBC
Work Programme 2022/2023	To review the work programme for the remainder of the municipal year	Artemis Kassi

Identify some time to undertake the Review of Effectiveness of the Audit Committee (could be reported separately in February 2023 or included in Annual Report in June/July 2023).
Review to be undertaken between September and January.

ROUND 6 23 February 2023		
Agenda item	Purpose	Officer
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 Jake Bacchus (Finance)
Quarterly Performance Report (Oct – Dec 22/23)	To monitor the quarterly performance results.	Pedro Wrobel Mo Rahman (Performance)
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 Moirra Mackie (Internal Audit)
Internal Audit Plan 2023/24	To review and comment on the draft audit plan for 2023/24	David Hughes Moirra 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/ Hazel Best/ Joyce Golder / David Hughes / Lee Witham
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)
Work Programme 2022/2023	To review the work programme for the remainder of the municipal year	Artemis Kassi

ROUND 7 TBC 2023		
Agenda item	Purpose	Officer
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)
Work Programme 2023/2024	To review the work programme for the 2023/ 2024 municipal year	Artemis Kassi

Suggestions for June/ July 2023		
Agenda item	Purpose	Officer
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)
Counter Fraud End of Year Report	To oversee and monitor the success of the Counter Fraud Service.	David Hughes Andy Hyatt (Corporate Anti-Fraud Service)
Annual Report of the Committee (for submission to Full Council)* *not completed last year due to timing/ elections etc	To receive the Annual Opinion report on overall adequacy and effectiveness of the organisation's framework of governance, risk management and control	Report of the Committee Chair can be supported by David Hughes and Moira Mackie (Internal Audit)