

Work Programme 2023/24 – Audit and Performance Committee

| ROUND 3 6 September 2023 | | |
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| Agenda item | Purpose | Officer |
| Q1 Year End Performance Report | 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) |
| General Procurement Update | To update the Committee on the Council's Procurement service. | Caron Smith (Procurement Services) |
| Contract and Supplier Performance Report | To review a report on the Council's Contract and Supplier Performance. | Ed Humphreys (Procurement Services) |
| Corporate Complaints Report | To consider the Corporate Complaints Annual Review. | Zoe Evans (Complaints and Customer Services) |
| Annual Complaints Review | To consider the Annual Complaints Review. | Martin Hinckley (Revenues and Benefits) |
| External Audit Certification of Claims and Returns Annual Audit 2021/22 | To review the External Audit Certification of Claims and Returns Annual Audit 2021/22. | Martin Hinckley (Revenues and Benefits) |
| Work Programme 2023/2024 | To review the work programme for the 2023/ 2024 municipal year. | Clare O'Keefe (Lead Policy and Scrutiny Advisor) |

| ROUND 4 24 October 2023 | | |
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| 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 Moir Mackie (Internal Audit) |

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| Mid-Year Counter Fraud Report | To oversee and monitor the success of the Counter Fraud Service. | David Hughes Andy Hyatt (Corporate Anti-Fraud Service) |
| Treasury Management Strategy Outturn 2022/2023 | To note the annual treasury management final outturn 2021/22. | Gerald Almeroth Jake Bacchus (Finance) Phil Triggs (Treasury) |
| Treasury Management Strategy Mid-Year Review | To review the Treasury Management Mid-Year Strategy. | Phil Triggs (Treasury) |
| Work Programme 2023/2024 | To review the work programme for the 2023/ 2024 municipal year. | Clare O'Keefe (Lead Policy and Scrutiny Advisor) |

| EXTRAORDINARY MEETING October 2023 | | |
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| 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) |

| ROUND 5 28 November 2023 | | |
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| Agenda item | Purpose | Officer |
| Q2 Year End Performance Report | To monitor the quarterly performance results. | Pedro Wrobel 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 Jake Bacchus (Finance) |
| 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 2023/2024 | To review the work programme for the 2023/ 2024 municipal year. | Clare O'Keefe (Lead Policy and Scrutiny Advisor) |

| ROUND 6 27 February 2024 | | |
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| Agenda item | Purpose | Officer |
| Q3 Year End Performance Report | To monitor the quarterly performance results. | Pedro Wrobel 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 Jake Bacchus (Finance) |
| 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 / David Hughes / Lee Witham |
| 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 2024/25 | To review and comment on the draft audit plan for 2024/25. | David Hughes Moirra Mackie (Internal Audit) |
| 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) |
| Work Programme 2023/2024 | To review the work programme for the 2024/ 2025 municipal year. | Clare O'Keefe (Lead Policy and Scrutiny Advisor) |

| ROUND 7 16 April 2024 – TBC | | |
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| Agenda item | Purpose | Officer |
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Unallocated:

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| Review of the Effectiveness of the Audit Committee | To consider the outcomes of the review and identify any areas for improvement. | David Hughes Moirra Mackie (Internal Audit) |
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