

# Audit and Performance Committee Report

<b>Date:</b>	27 February 2024
<b>Classification:</b>	General Release
<b>Title:</b>	<b>2024/2025 Work Programme</b>
<b>Report of:</b>	Head of Governance and Councillor Liaison
<b>Wards Involved:</b>	N/A
<b>Report Author and Contact Details:</b>	<b>Clare O’Keefe</b> <a href="mailto:cokeefe@westminster.gov.uk">cokeefe@westminster.gov.uk</a>

## 1. Executive Summary

- 1.1 This report requests the Committee Members to consider the Work Programme for the 2024/2025 municipal year attached at Appendix 1 and to confirm the agenda items for its next meeting on 24 June 2024.

## 2. Recommendations

It is recommended that the Committee:

- 2.1 Agree the agenda items for its next meeting on 24 June 2024, as set out in this report and Appendix 1; and
- 2.2 Consider items for the future Work Programme for 2024/2025.

## 3. Selecting items for the Work Programme

- 3.1 The draft Work Programme for 2024/25 is attached at Appendix 1 to the report. The scheduled meetings for the next municipal year are:
- 24 June 2024;
  - 5 September 2024;
  - 22 October 2024;
  - 25 November 2024; and
  - 11 March 2025.
- 3.2 Members’ attention is drawn to the Terms of Reference for the Audit and Performance Committee (attached to this report as Appendix 2) which may assist the Committee in identifying issues to be included in the Work Programme.

3.3 As members are aware, the Work Programme will be reviewed at each meeting of the Committee and items can be removed or added as necessary.

3.4 Members also may wish to suggest items for inclusion in the Work Programme, subject to the Committee's Terms of Reference, attached as Appendix 2.

#### **4. Task Groups**

4.1 There are no Task Groups operating at present.

#### **5. Monitoring Actions**

5.1 The actions arising from each meeting are recorded in the Action Tracker attached as Appendix 3. Members are invited to review the work undertaken in response to those actions.

**If you have any queries about this report or wish to inspect any of the background papers, please contact Clare O'Keefe.**

**[cokeefe@westminster.gov.uk](mailto:cokeefe@westminster.gov.uk)**

Appendix 1: Work Programme  
Appendix 2: Terms of Reference  
Appendix 3: Action Tracker