

**Performance, Audit & Governance Scrutiny (PAG) Committee Work Programme 2017/18**

<b>Meeting Date</b>	<b>Topic</b>	<b>Lead Officer</b>	<b>Notes</b>
<b>21 November 2017 Deadline 8<sup>th</sup> Nov</b>	Report on Corporate strategic plan progress	Ben Wood, Head of Communications, Strategy and Policy	<i>Based on discussions from quarterly meetings</i>
	Review of the introduction of 'pay-on-exit' parking software	Andrew Pulham, Parking Manager	<i>Due to start in Nov 2016 (base review on 9 months of data)</i>
	Report on Asset Management	Isabel Brittain	
	Financial Health Check Report(July – Sept 2017), incl section on performance	Isabel Britain, Head of Strategic Finance	
	Treasury Management - Mid-year Review 2016-17	Isabel Britain, Head of Strategic Finance	
	Update on the Implementation of the Annual Governance Statement 2016/17 – Action Plan	Isabel Britain, Head of Strategic Finance	
	Risk Management Monitoring Report (July to Sept 2017)	Isabel Britain, Head of Strategic Finance/Graham Mully, Risk Assurance Officer OR new Finance Manager	
	Work Programme	Claire Pullen, Scrutiny Officer	

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<b>16 January 2018</b>	Update from Portfolio Holder for	Cllr Geoff Williamson + Isabel	<i>Agreed at programme</i>

Essential Reference Paper “B”

<b>Deadline 3<sup>rd</sup> Jan 2018</b>	Finance & Support Services	Britain, Head of Strategic Finance	<i>planning meeting on 15/6/17 Q &amp; A session (moved from November meeting)</i>
	Budget report & Medium Term Financial Plan	Isabel Britain, Head of Strategic Finance	
	External Audit Grants Certification 2016/17	Isabel Britain, Head of Strategic Finance	
	Treasury Management Strategy 2017-18	Isabel Britain, Head of Strategic Finance and External Auditor from Ernst & Young	
	Shared Internal Audit Service (SAIS) Update on Audit Plan	Andy Cooper SAIC, HCC	
	Work Programme	Fiona Corcoran, Scrutiny Officer	

Essential Reference Paper “B”

Meeting Date	Topic	Lead Officer	Notes
<b>13 March 2017</b> <b>Deadline 28<sup>th</sup> February 2018</b>	Financial Health Check Report(Oct – Dec 2017), incl section on performance	Isabel Britain, Head of Strategic Finance	
	External Auditor 2017-18 Audit Plan	External Auditor from Ernst & Young	
	Shared Anti-Fraud Service with draft plan for 2018/19 for approval	Nick Jennings HCC	<i>Confirmed via email 30/5/17</i>  <i>ALSO SAFS TRAINING at the beginning of the meeting (30 mins)</i>
	Shared Internal Audit Plan (SIAS) 2018/19	Margaret Mulkerrin SAIC, HCC	<i>Propose to combine into 1 report</i>
	SIAS Audit Plan Update	As above	
	Risk Management Monitoring Report (Oct to Dec 2017)	Isabel Britain, Head of Strategic Finance/Graham Mully, Risk Assurance Officer	
	Annual Review of Risk Management Strategy	Isabel Britain, Head of Strategic Finance/Graham Mully, Risk Assurance Officer OR Rob Winterton, new Finance Manager	This is an annual update
	Evaluation of Scrutiny arrangements 17/18 and Work Programme for 18/19	Fiona Corcoran, Scrutiny Officer	

**Other items/notes:**

- Quarter 4 17/18 Healthcheck to go to first (May) PAG in 2018/19 Calendar

Finance will continue to provide quarterly finance health checks for 2017-18. Alison will liaise to ensure they are in alignment with the meetings timetable. The dates for the quarterly finance healthchecks to go to PAG are as following:

Quarter 1 (April – June 2017) PAG – 26/09/2017

Quarter 2 (July – September 2017) PAG – 21/11/2017

Quarter3 (October – December 2017) PAG – 13/03/2017

Outturn (full year 2017/18) PAG – will go to PAG in July 2018

- Complaints lodged with the monitoring officer - This will be as and when there are updates to report. (Alison Stuart, Head of Democratic and Legal Support Services) No updates to report at 26/09/17 meeting.
  - Constitution Review – is this work all finished? Any further reporting back/monitoring needed? (Alison Stuart, Head of Democratic and Legal Support Services)
  - SAFS: Training for members at March meeting:
1. Report on SAFS Progress against EHC Anti-Fraud Action Plan 2017/2018. 2. Proposed Anti-Fraud Action Plan for 2018/2019

**PERFORMANCE, AUDIT AND GOVERNANCE SCRUTINY – Deadlines for Papers**

DATE OF MEETING	AGENDA DISPATCH	REPORT DEADLINE
21 November 2017	13 November 2017	8 November 2017
16 January 2018	8 January 2018	3 January 2018
13 March 2018	5 March 2018	28 February 2018