

Essential Reference Paper 'B'

Performance, Audit and Governance Scrutiny (PAG) Committee Work Programme 2017/18 – DRAFT

Meeting Date	Topic	Lead Officer	Notes
23 May 2017	Covalent demonstration: online portal for Members to access performance data	Noel Wallis, Improvement and Insight Analyst Tamara Jarvis, Improvement and Insight Manager	10 minute demo: all Members to be invited for this
	Update on Shared Anti-Fraud Service (SAFS) report to EHC Audit Committee March 2017	Nick Jennings, Counter Fraud Manager, Shared Anti-Fraud Service HCC Isabel Brittain, Head of Strategic Finance	Arising from Cllr Boylan's query. The Chairman agreed this should go on agenda of first PAG meeting in response to questions voiced by Members at March Audit Committee meeting.
	Leisure Contract – year 8	Jess Khanom, Head of Operations and Mark Kingsland, Leisure Services Manager (+ rep from SLM: name TBC)	NOTE: include finer breakdown of satisfaction data to show very/fairly etc – requested by members at their 15/03/16 meeting

	Delivery of Housing and Health strategy – 1 year review	Louise Harris, Housing Development and Strategy Manager; Jonathan Geall, Head of Housing and Health	
	Asset Transfer: Scott's Grotto	Ben Wood, Head of Communications, Strategy and Policy	
	Risk Management Monitoring Report (January to March 2017)	Isabel Brittain, Head of Strategic Finance; Graham Mully, Risk Assurance Officer	
	Work Programme	Fiona Corcoran, Scrutiny Officer	
4 July 2017	16/17 anthology of all that has happened – finance, performance, projects, complaints	Alison Street Isabel Brittain, Head of Strategic Finance Ben Wood, Head of Communications, Strategy and Policy	Including 4 th quarter finance health check (including the final outturn report)
	new business incubation space in Stortford	Ben Wood, Head of Communications, Strategy and Policy	Subject to portfolio holder agreement

	<p>SAFS UPDATE</p> <p>1. Report on Anti-Fraud Activity at EHC 2016/2017</p> <p>2. Report on SAFS Progress against EHC Anti-Fraud Action Plan 2017/2018.</p>	Nick Jennings, Counter Fraud Manager, Shared Anti-Fraud Service HCC	
	SIAS Annual Assurance	Isabel Brittain, Head of Strategic Finance or Terry Barnett HCC	Confirm who presents
	SIAS Audit Plan Update	Isabel Brittain, Head of Strategic Finance or Terry Barnett HCC	Confirm who presents
	Update on implementation of 2016/2017 annual governance statement plan	Isabel Brittain, Head of Strategic Finance	
	Draft annual governance statement 2016/17	Isabel Brittain, Head of Strategic Finance	

	Draft statement of accounts	Isabel Brittain, Head of Strategic Finance	
	Work Programme	Fiona Corcoran, Scrutiny Officer	
26 September 2017	Quarter 1 Finance Healthcheck (April – June 2017)	Alison Street, Accountant; Isabel Brittain, Head of Strategic Finance	
	Statement of Accounts 16/17	Isabel Brittain, Head of Strategic Finance	
	Risk Management Monitoring Report (April – June 2016)	Isabel Brittain, Head of Strategic Finance/Graham Mully, Risk Assurance Officer	
	External Audit Results Report	Isabel Brittain, Head of Strategic Finance And External Auditor from EY?	
	Treasury Management Strategy 16/17 Outturn	Isabel Brittain, Head of Strategic Finance	
	SIAS Audit Plan Update	Isabel Brittain, Head of Strategic Finance or Terry Barnett HCC	Confirm who presents
	Annual SIAS- Board	Isabel Brittain, Head of	Confirm who presents

	Report 2015-16	Strategic Finance or Terry Barnett HCC	
	Asset Management Plan	New Head of Property (due in post May 2017)	
	Work Programme	Fiona Corcoran, Scrutiny Officer	
21 November 2017	Corporate strategic plan progress	Ben Wood, Head of Communications, Strategy and Policy	
	Treasury Management Mid-Year Review 2017-18	Isabel Brittain, Head of Strategic Finance	
	Quarter 2 Finance Healthcheck (July – September 2017)	Alison Street, Accountant	
	External Auditor Annual Audit Letter for the year ended 31 March 2016	Isabel Brittain, Head of Strategic Finance and External Auditor from EY	Confirm External Auditor from EY
	The Council's response to the annual audit letter	Isabel Brittain, Head of Strategic Finance	
	Update on implementation of annual governance	Isabel Brittain, Head of Strategic Finance	

	statement 2017/18 action plan		
	Review of the introduction of 'pay-on-exit' parking software	Andrew Pulham, Parking Manager	Due to start in Nov 2016 (base review on 9 months of data)
	Risk Management Monitoring Report (July to September 2017)	Isabel Brittain, Head of Strategic Finance/Graham Mully, Risk Assurance Officer	
	Work Programme	Fiona Corcoran, Scrutiny Officer	
16 January 2018	Budget Report and Medium Term Financial Plan	Isabel Brittain, Head of Strategic Finance	
	External Audit Grants Certification 2016/17	Isabel Brittain, Head of Strategic Finance and External Auditor from EY	Confirm External Auditor from EY
	Treasury Management Strategy 2018-19	Isabel Brittain, Head of Strategic Finance and External Auditor from EY	Confirm External Auditor from EY

	SIAS Audit Plan Update	Isabel Brittain, Head of Strategic Finance or Terry Barnett HCC	Confirm who presents
	Update on implementation of annual governance statement 2017/18 Action Plan	Isabel Brittain, Head of Strategic Finance	Jan or March meeting?
	Work Programme	Fiona Corcoran, Scrutiny Officer	
13 March 2017	External Auditor 2017-18 Audit Plan	Isabel Britain, Head of Strategic Finance and External Auditor from EY	Confirm External Auditor from EY
	Quarter 3 Finance Healthcheck (October – December 2017)	Alison Street, Accountant	
	Update on implementation of annual governance statement 2017/18 action plan	Isabel Brittain, Head of Strategic Finance	Jan or March meeting?
	SAFS UPDATE	Nick Jennings HCC	
	1. Report on SAFS		

	<p>Progress against EHC Anti-Fraud Action Plan 2017/2018.</p> <p>2. Proposed Anti-Fraud Action Plan for 2018/2019.</p>		
	<p>Shared Internal Audit Plan 2018/19</p>	<p>Isabel Brittain, Head of Strategic Finance or Terry Barnett HCC</p>	<p>Confirm who presents</p>
	<p>SIAS Audit Plan Update</p>	<p>Isabel Brittain, Head of Strategic Finance or Terry Barnett HCC</p>	<p>Confirm who presents</p>
	<p>Risk Management Monitoring Report (October to December 2016)</p>	<p>Isabel Brittain, Head of Strategic Finance/Graham Mully, Risk Assurance Officer</p>	
	<p>Risk Management Strategy</p>	<p>Isabel Brittain, Head of Strategic Finance/Graham Mully, Risk Assurance Officer</p>	<p>Confirm if this is an annual update and therefore should stay on agenda</p>
	<p>Work Programme</p>	<p>Fiona Corcoran, Scrutiny Officer</p>	

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. 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 - dates TBC (Alison Stuart, Head of Democratic and Legal Support Services)
- Constitution Review – TBC if any further reporting back/monitoring needed on this (Alison Stuart, Head of Democratic and Legal Support Services)

Items for 2018/19 Work Programme

July 2018	Finance Outturn (full year 2017/18)	Alison Street	
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PERFORMANCE, AUDIT AND GOVERNANCE SCRUTINY – Deadlines for Papers

DATE OF MEETING	AGENDA DISPATCH	REPORT DEADLINE
23 May 2017	15 May 2017	10 May 2017
4 July 2017	26 June 2017	21 June 2017
26 September 2017	18 September 2017	13 September 2017
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