

## ESSENTIAL REFERENCE PAPER B

### Draft PAG Work Programme 2017/2018

Meeting Date	Topic	Lead Officer	Notes
<b>26 September 2017 (FC to support)</b>	Anti-Fraud Investigations Training	Darren Bowler and Hayley Frazer, (SAFS, HCC)	
	Update on SAFS Plan	Nick Jennings, SAFS, HCC	
<b>Deadline 13<sup>th</sup> September</b>	Asset Management Plan	Isabel Britain	<i>To be moved to 21/11/17</i>
	Emergency Planning - tbc	Jonathan Geall, Head of Housing & Health, Claire Carter, Community Wellbeing and Partnerships Manager	<i>Proposed at work planning workshop 15/6/17</i>
	Annual Performance Report for Network Homes and Circle Housing South Anglia Housing Associations	Jonathan Geall, Claire Bennett, Manager of Housing Services	
	Financial Health Check (April – June 2017).	Isabel Britain, Head of Finance	<i>Includes section on performance.</i>
	Sign off on Statement of Accounts 16/17.	Isabel Britain	<i>Separate briefing to be arranged for all members (1st or 2nd wk Sept) - tbc</i>
	Treasury Management Strategy 16/17 Outturn	Isabel Britain	
	Risk Management Monitoring Report (April – June 2017)	Isabel Britain, Graham Mully, Risk Assurance Officer or Rob Winterton, Finance Manager	<i>Quarterly report. Confirmed with GM 13/6/17</i>
	Annual Audit Letter/Report	Isabel Britain\Ernst & Young	
	Shared Internal Audit Plan (SIAS) Update	Margaret Mulkerrin HCC	<i>Propose to combine these reports into 1 item.</i>
	Annual SIAS Board Report 2015-16	Margaret Mulkerrin HCC	
	Work Programme	Fiona Corcoran Scrutiny officer	

Meeting Date	Topic	Lead Officer	Notes
<b>21 November 2017 – CP to support</b>  <b>Deadline 8<sup>th</sup> Nov</b>	Report on corporate strategic plan progress	Ben Wood, Head of Communications, Strategy and Policy	
	Update from Portfolio Holder for Finance & Support Services	Cllr Geoff Williamson + Isabel Britain, Head of Strategic Finance	<i>Agreed at programme planning meeting on 15/6/17</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 Britain	
	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	
	External Auditor Annual Letter/report & response to Audit Letter		<i>Moved to 26/9/17</i>
	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, Graham Mully, or Finance Manager	
	Work Programme	Claire Pullen, Scrutiny Officer	

Meeting Date	Topic	Lead Officer	Notes
<b>16 January 2018 – FC to support</b>	Budget report & Medium Term Financial Plan	Isabel Britain, Head of Strategic Finance	
<b>Deadline 3<sup>rd</sup> Jan 2018</b>	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	Margaret Mulkerrin SAIC, HCC	
	Update on Implementation of Annual Governance Statement 2017/18 Action Plan	Isabel Britain, Head of Strategic Finance	
	Work Programme	Fiona Corcoran, Scrutiny Officer	

Meeting Date	Topic	Lead Officer	Notes
<b>13 March 2017 – FC to support</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	Ernst & Young	
	UPDATE ON IMPLEMENTATION OF ANNUAL GOVERNANCE STATEMENT 2017/18 ACTION PLAN	Isabel Britain, Head of Strategic Finance	
	Shared Anti-Fraud Service with draft plan for 2018/19 for approval	Nick Jennings HCC	<i>Confirmed via email 30/5/17</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/Graham Mully, Risk Assurance Officer OR Rob Winterton, Finance Manager	
	Work Programme	Fiona Corcoran, Scrutiny Officer	
<b>Other items/notes:</b>			
<ul style="list-style-type: none"> <li>• Report from Monitoring Officer (Alison Stuart, Head of Democratic and Legal Support Services). This will be as and when</li> <li>• Constitution Review update – This was mentioned at PAG work programming meeting. Any further reporting back/monitoring needed? (Alison Stuart, Head of Democratic and Legal Support Services)</li> </ul>			