

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

[NB. This is a working document and will be updated as and when appropriate]

Meeting Date	Topic	Lead Officer	Notes
16 January 2018 Deadline 3rd Jan 2018	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 Q & A session Suggest move to Jan from Sept (to link in with budget report and as all OS members also to be invited to attend.)</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 (SIAS) Update on Audit Plan	Margaret Mulkerrin SAIC, HCC	
	Work Programme	Fiona Corcoran, Scrutiny Officer	

Essential Reference Paper B

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13 March 2017 Deadline 28th February 2018	Financial Health Check Report(Oct – Dec 2017), incl section on performance	Isabel Britain, Head of Strategic Finance	
	Review of the introduction of ‘pay-on-exit’ parking software	Andrew Pulham, Parking Manager	
	External Auditor 2017-18 Audit Plan	Auditor, Ernst & Young	
	Shared Anti-Fraud Service with draft plan for 2018/19 for approval	Nick Jennings HCC	<i>Training session moved to November 2017</i>
	Shared Internal Audit Plan (SIAS) 2018/19	Alan Cooper, Client Audit Manager, SAIS, HCC	
	SIAS Audit Plan Update	Alan Cooper, Client Audit Manager, SAIS, HCC	
	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	Annual Update
	Evaluation of Scrutiny arrangements 17/18 and Work Programme	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)
- Constitution Review – Officer work ongoing and the Member Constitution Review group will reconvene in due course. (Alison Stuart, Head of Democratic and Legal Support Services)
- SAFS: Training for members at Nov meeting:
1. Report on Anti-Fraud Activity at EHC 2016/2017 2. Report on SAFS Progress against EHC Anti-Fraud Action Plan 2017/2018.
And then 13.3.2018 with: 1. Report on SAFS Progress against EHC Anti-Fraud Action Plan 2017/2018. 2. Proposed Anti-Fraud Action Plan for 2018/2019.
- IT Resilience: Topic for scrutiny suggested at work planning workshop. Proposal form to be completed by Members.

PERFORMANCE, AUDIT AND GOVERNANCE SCRUTINY – Deadlines for Papers

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