

## Performance, Audit & Governance Scrutiny (PAG) Committee Work Programme 2018/19 – DRAFT

[NB: This is a working document and will regularly be subject to amendment]

Meeting Date	Topic	Lead Officer	Notes
<b>22 May 2018</b>  <b>Report deadline: 9 May 2018 (midday)</b>	Review of the introduction of 'pay-on-exit' parking software	Andrew Pulham, Parking Manager  Jess Khanom, Head of Operations	Due to start in Nov 2016 (base review on 9 months of data)
	Annual Leisure Performance Report 2017	Jess Khanom, Head of Operations	Agreed at May 2017 meeting. To go to this meeting or May/June 2018  [NB: Last year Leisure Contract Year 8 report: Members asked that a fine breakdown of satisfaction data to show very/fairly etc. be included]

	Delivery of Housing and Health Strategy – Year 2 Review	Jonathan Geall, Housing Development and Strategy Manager	To be confirmed
	Risk Management Annual Report	Isabel Brittain, Head of Strategic Finance  Graham Mully, Risk and Insurance Business Advisor	
	Work Programme	Fiona Corcoran, Scrutiny Officer	

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<b>24 July 2018</b>  <b>Deadline:</b> <b>11 July 2018 (midday)</b>	Annual Finance Report 17/18 Including Q4 finance health check/final outturn report; performance, complaints, projects	Isabel Brittain, Head of Strategic Finance	Other Heads of service to attend: Ben Wood, Head of Communications, Strategy & Policy
	Draft Statement of Accounts 17-18	Isabel Brittain, Head of Strategic Finance	
	Shared Internal Audit Service – update on Annual Assurance	Andy Cooper, HCC	
	Shared Internal Audit Service – update on Audit Plan	Andy Cooper, HCC	

	ACTION PLAN and Draft 2017/18 Annual Governance Statement and Update on Implementation of 2017/2018 Annual Governance Statement	Isabel Brittain, Head of Strategic Finance	
	Work Programme	Fiona Corcoran, Scrutiny Officer	

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	Constitution Review Update	Alison Stuart, Head of Legal and Democratic Services	<i>To be confirmed: which meeting this update to go to.</i>
	Q1 Financial Health Check Report(April – June 2018), incl section on performance and	Isabel Brittain, Head of Strategic Finance	<i>Performance section: Ben Wood Risk Management:</i>

	risk management commentary		<i>Graham Mully</i>
	Statement of Accounts 17/18 -	Isabel Brittain, Head of Strategic Finance	<i>Officers also to arrange a separate briefing and Q&amp;A arranged for all Members in Sept 2018</i>
	Treasury Management Strategy Review 17/18 Outturn	Isabel Brittain, Head of Strategic Finance	
	Annual Audit Letter/Report and response to Audit Letter	Isabel Brittain, Head of Strategic Finance Natalie Clark, Ernst & Young	Email report deadline to Natalie Clark, EY
	SIAS Shared Internal Audit Plan Update	Alan Cooper HCC	<i>possibly combine these reports into 1 item</i>
	Annual SIAS- Board Report 2016-17	Alan Cooper HCC	
	Work Programme	Fiona Corcoran Scrutiny officer	

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<b>20 November 2018</b>  <b>Deadline:</b> <b>7 November 2018</b> <b>(midday)</b>	Training – Anti Fraud investigations 15 mins	Darren Bowler and Hayley Frazer, Shared Anti-Fraud Service (SAFS, HCC)	Refresher training would only be needed if there were a number of new members on the Committee.
	<i>Progress on Anti-Fraud Plan 2018/2019 &amp; SAFS/EHC Anti-Fraud Report 2017/2018</i>	Nick Jennings, SAFS, HCC	<i>Progress - Anti-Fraud Plan 2018/2019 &amp; SAFS/EHC Anti-Fraud Report 2017/2018.</i>
	Asset Management Update	Isabel Brittain	To be confirmed: which meeting best for this update.  Update of the AMG discussions and decisions
	Q2 Financial Health Check Report(July – Sept 2018), incl section on performance And to include Corporate strategic plan progress to include risk management	Isabel Britain, Head of Strategic Finance, Alison Street, Finance Business Partner Ben Wood, Head of Comms, Strategy and	To include: <ul style="list-style-type: none"> <li>• section on performance</li> <li>• Corporate strategic plan progress</li> </ul>

	commentary	Policy for performance and corporate strategic plan progress	
	Treasury Management - Mid-year Review 2017-18	Isabel Brittain, Head of Strategic Finance	
	Update on the Implementation of the Annual Governance Statement 2018/19 – Action Plan	Isabel Brittain, Head of Strategic Finance	
	Work Programme	Fiona Corcoran, Scrutiny Officer	

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<b>22 January 2019</b> <b>Deadline:</b> <b>9 January 2019</b> <b>NB: THIS IS A JOINT SCRUTINY COMMITTEE MEETING (Both OS</b>	Update from Portfolio Holder for Finance & Support Services	Cllr Geoff Williamson + Isabel Brittain, Head of Strategic Finance	<i>to link in with budget report and as joint scrutiny meeting gives opportunity for OS members to have Q&amp;A on this portfolio</i>
	Budget report & Medium Term Financial Plan	Isabel Brittain, Head of Strategic Finance	

<b>and PAG Members to attend to scrutinise Budget and service plans)</b>			
	2019/20 Corporate Service Plans	Ben Wood, Head of Comms, Strategy and Policy Nathan Bookbinder, Policy Officer	<b><u>All heads of service to be present</u></b>
	Annual Audit Letter and External Audit Grants Certification Summary	Natalie Clark, EY	Email Natalie Clark EY with report deadline details
	Shared Internal Audit Service (SIAS) Update on Audit Plan	Alan Cooper SIAC, HCC	
	Treasury Management Strategy 2018-19	Isabel Brittain, Head of Strategic Finance and External Auditor from Ernst & Young	
Work Programme	Fiona Corcoran, Scrutiny Officer		

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<b>12 March 2019 Deadline 26<sup>th</sup> February 2018</b>	Q3 Financial Health Check Report(Oct – Dec 2019), incl section on performance And risk management	Isabel Brittain, Head of Strategic Finance	Including Performance section (Ben Wood)  Risk management: Graham Mully
	External Auditor 2018-19 Audit Plan	External Auditor from Ernst & Young	Email Natalie Clark EY with report deadline
	Shared Anti-Fraud Service with draft plan for 2019/20 for approval	Nick Jennings HCC	<i>SAFS/EHC Anti-Fraud Plan 2019/2020</i>
	Shared Internal Audit Plan (SIAS) 2019/20	Alan Cooper SAIC, HCC	<i>Propose to combine into 1 report</i>
	SIAS Audit Plan Update	As above	
	Annual Review of Risk Management Strategy	Isabel Brittain, Head of Strategic Finance/Graham Mully, Risk and Insurance Business Advisor	Annual Update
	Annual Leisure Performance	Jess Khanom	To go to this meeting or

	Report 2018		May/June 2019
	Scrutiny Work Programme	Fiona Corcoran, Scrutiny Officer	

**Other items/notes:**

- **Financial Healthcheck Reports** (Isabel Brittain, Head of Strategic Finance)  
Finance will continue to provide quarterly finance health checks for 2018-19.  
The dates for the quarterly finance healthchecks to go to PAG are as following:  
Quarter 1 (April – June 2018) PAG – 4/09/2018  
Quarter 2 (July – September 2017) PAG – 20/11/2018  
Quarter3 (October – December 2017) PAG – 12/03/2018  
Outturn (full year 2018/19) PAG – will go to PAG in July 2019
- **Complaints lodged with the monitoring officer** (Alison Stuart, Head of Democratic and Legal Support Services) - This will be as and when there are updates to report.
- **Constitution Review Update** (Alison Stuart, Head of Democratic and Legal Support Services) Work ongoing: to be added to work programme when an update available.
- **Shared Anti-Fraud Service (SAFS):**  
November reports: *Progress - Anti-Fraud Plan 2018/2019 & SAFS/EHC Anti-Fraud Report 2017/2018.*  
March report: *SAFS/EHC Anti-Fraud Plan 2019/2020*

- **Shared Internal Audit Service (SIAS):**

24 July 2018: Shared Internal Audit Service – update on Annual Assurance; Shared Internal Audit Service – update on Audit Plan

4 September 2018: SIAS Shared Internal Audit Plan Update; Annual SIAS- Board Report 2017-18

22 Jan 2019: Shared Internal Audit Service (SIAS) Update on Audit Plan

12 March 2019: Shared Internal Audit Plan (SIAS) 2019/20; SIAS Audit Plan Update

- **Risk Monitoring:**

22 May 2018: Risk Management Monitoring Report (January - March 2018)

4 September 2018: Risk Management Monitoring Report (April – June 2018)

20 November 2018: Risk Management Monitoring Report (July to Sept 2018)

12 March 2019: Risk Management Monitoring Report (Oct to Dec 2019)

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

<b>DATE OF MEETING</b>	<b>REPORT DEADLINE (midday)</b>
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22 May 2018	9 May 2018
24 July 2018	11 July 2018
4 September 2018	22 August 2018
20 November 2018	7 November 2018
22 January 2019	9 January 2019
12 March 2019	26 February 2019