

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
22 May 2018 Report deadline: 9 May 2018 (midday)	Annual Report for 2017/18	Nathan Bookbinder, Information and Insight Analyst and Noel Wallis, Information and Insight Analyst are the authors and Ben Wood, Head of Communications, Strategy and Policy is the accountable officer.	(summary of achievements in the 2017/18 year against corporate plan and service plan objectives).
	Asset Management	Jess Khanom, Head of Operations and Isabel Brittain, Head of Strategic Finance (Ian Sharratt, Deborah Quinney)	Deferred from March

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	Castle Weir Micro Hydro Scheme	David Thorogood, Environmental Strategy and Development Manager	
	Delivery of Housing and Health Strategy – Year 2 Review	Jonathan Geall, Housing Development and Strategy Manager	Report author: Louise Harris Confirmed Eric Buckmaster to attend as portfolio holder

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24 July 2018 Deadline: 11 July 2018 (midday)	Outturn (full year 2017/18)	Isabel Brittain, Head of Strategic Finance	
	Audit Results Report	Ernst and Young	Report will be ‘to follow’ due to reporting timeframes
	Project Savings	Isabel Brittain, Head of Strategic Finance	
	Draft Statement of Accounts 17-18	Isabel Brittain, Head of Strategic Finance	

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	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	
	Risk Management Annual Report	Isabel Brittain, Head of Strategic Finance Graham Mully, Risk and Insurance Business Advisor	Postponed from May meeting
	Work Programme	Fiona Corcoran, Scrutiny Officer	

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<p>4 September 2018</p> <p>Deadline 22 Aug</p>	<p>Annual Leisure Performance Report 2017</p>	<p>Jess Khanom, Head of Operations</p>	<p>Agreed at May 2017 meeting. To go to this meeting or May/June 2018</p> <p>[NB: Last year Leisure Contract Year 8 report: Members asked that a fine breakdown of satisfaction data to show very/fairly etc. be included]</p> <p>Moved from May as new officer not yet in position.</p> <p>AND invite Eric Buckmaster as portfolio holder</p>
	<p>Q1 Financial Health Check Report(April – June 2018), incl</p>	<p>Isabel Brittain, Head of Strategic Finance</p>	<p><i>Performance section: Ben Wood, Head of</i></p>

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	section on performance and risk management commentary		<i>Communications, Strategy and Policy Risk Management: Graham Mully</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	Natalie Clark EY to be provided with report deadlines to enable compliance with deadlines
	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	

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

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		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	

Meeting Date	Topic	Lead Officer	Notes
22 January 2019 Deadline: 9 January 2019 NB: THIS IS A JOINT SCRUTINY COMMITTEE MEETING (Both OS and PAG Members)	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&A on this portfolio</i>
	Budget report & Medium Term Financial Plan	Isabel Brittain, Head of Strategic Finance	

to attend to scrutinise Budget and service plans)	2019/20 Corporate Service Plans	Ben Wood, Head of Comms, Strategy and Policy Nathan Bookbinder, Policy Officer	<u>All heads of service to be present</u>
	Annual Audit Letter and External Audit Grants Certification Summary	Natalie Clark, EY	Natalie Clark EY to be provided with report deadlines to enable compliance with deadlines
	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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12 March 2019 Deadline 26th February 2018	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, Head of Communications Policy and Strategy 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,	Annual Update

		Risk and Insurance Business Advisor	
	Annual Leisure Performance Report 2018	Jess Khanom	To go to this meeting or 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) Item removed from work programme as it will go to full council on 16th May 2018.

- **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:**

24 July 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)

- **Review of the introduction of ‘pay-on-exit’ parking software:**

Officers will provide a briefing note for the Committee on this subject in May/June 2018

Items to be scoped/added:

- Staff recruitment/retention (including Planning)
- IT resilience (including Cyber security, BATs shared service and additional costs of license software)

Officers have confirmed that most aspects of this will be covered by a report to Overview and Scrutiny Committee on 19th June 2018 on the subject of Shared Services.

- Section 106 - review of the management of S106 payments

PERFORMANCE, AUDIT AND GOVERNANCE SCRUTINY – Deadlines for Papers

DATE OF MEETING	REPORT DEADLINE (midday)
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