

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

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

Meeting Date	Topic	Lead Officer	Notes
<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>

			AND invite Eric Buckmaster as portfolio holder
	Q1 Financial Health Check Report(April – June 2018), and Medium Term Financial Plan Update	Isabel Brittain, Head of Strategic Finance	<i>Performance section: Ben Wood</i> <i>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	Email report deadline to Natalie Clark, EY
	SIAS Shared Internal Audit Plan Update	Simon Martin HCC	<i>possibly combine these reports into 1 item</i>
	Annual SIAS- Board Report 2016-17	Simon Martin HCC	
	Work Programme	Scrutiny officer	

Meeting Date	Topic	Lead Officer	Notes
20 November 2018 Deadline: 7 November 2018 (midday)	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.
	Progress on Anti-Fraud Plan 2018/2019 & SAFS/EHC Anti-Fraud Report 2017/2018	Nick Jennings, SAFS, HCC	Progress - Anti-Fraud Plan 2018/2019 & SAFS/EHC Anti-Fraud Report 2017/2018.
	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	Isabel Britain, Head of Strategic Finance, Alison Street, Finance Business Partner Ben Wood, Head of	To include: <ul style="list-style-type: none"> • section on performance • Corporate strategic plan progress

	include risk management commentary	Comms, Strategy and 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	
	Cyber security and IT disaster recovery	Helen Standen, Director	PAG requested 24 July 2018
	Section 106 Agreements (inc a financial statement summarising the position)	Helen Standen, Director and Head of Planning and Building Control	PAG requested 24 July 2018
	Work Programme	Scrutiny Officer	

Meeting Date	Topic	Lead Officer	Notes
22 January 2019 Deadline: 9 January 2019	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</i>

NB: THIS IS A JOINT SCRUTINY COMMITTEE MEETING (Both OS and PAG Members to attend to scrutinise Budget and service plans)			<i>members to have Q&A on this portfolio</i>
	Budget report & Medium Term Financial Plan	Isabel Brittain, Head of Strategic Finance	
	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	Email Natalie Clark EY with report deadline details
	Shared Internal Audit Service (SIAS) Update on Audit Plan	Simon Martin SIAS, HCC	
	Treasury Management Strategy 2018-19	Isabel Brittain, Head of Strategic Finance and External Auditor from Ernst & Young	

	Work Programme	Scrutiny Officer	

Meeting Date	Topic	Lead Officer	Notes
12 March 2019 Deadline 26th February 2019	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	SAFS/EHC Anti-Fraud Plan 2019/2020
	Shared Internal Audit Plan (SIAS) 2019/20	Simon Martin SIAS, HCC	Propose to combine into 1 report
	SIAS Audit Plan Update	As above	
	Annual Review of Risk Management Strategy	Isabel Brittain, Head of Strategic	Annual Update

		Finance/Graham Mully, Risk and Insurance Business Advisor	
	Annual Leisure Performance Report 2018	Head of Operations, Jess Khanom	To go to this meeting or May/June 2019
	Scrutiny Work Programme	Scrutiny Officer	
July 2019 (final date to be determined)	Review of Council's Insurance Contract	Isabel Brittain, Head of Strategic Finance and Business Insurance Risk Advisor	Report back on the Council's position as an uncommitted founding Member of the LGA Mutual (Requested by PAG 24 July 2018)

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

- Insurance Options to PAG July 2019 – Review of current arrangements requested at PAG 24 July 2018
- **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.
- **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 this will be covered by the Overview and Scrutiny Committee's scrutiny of Shared Services, which will be considered at a single item meeting, date TBC. (PAG 24 July 2018)
- Section 106 - review of the management of S106 payments (PAG 24 July 2018)

Information:

- Housing Associations – General Concerns repairs etc (Discussed at PAG 24 July - within the remit of OS Committee)

PERFORMANCE, AUDIT AND GOVERNANCE SCRUTINY – Deadlines for Papers

DATE OF MEETING	REPORT DEADLINE (midday)
4 September 2018	22 August 2018
20 November 2018	7 November 2018
22 January 2019	9 January 2019
12 March 2019	26 February 2019