

Performance, Audit & Governance Scrutiny (PAG) Committee Work Programme 2019

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

Meeting Date	Topic	Lead Officer	Notes
4 September 2018 Deadline 22 Aug	Annual Leisure Performance Report 2017	Jess Khanom, Head of Operations	<ul style="list-style-type: none"> 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] Moved from May as new officer not yet in position. 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>

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	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	
20 November 2018	Old River Lane Development	Liz Watts. CEX	<i>Draft report with MTE</i>
Deadline: 7 November 2018 (midday)	Introduction by Portfolio Holder: Finance & Support Services	Cllr Geoff Williamson	<i>as joint scrutiny meeting gives opportunity for OS members to have Q&A on this portfolio</i>
NB: THIS IS A JOINT SCRUTINY COMMITTEE	Treasury Management Strategy 2018-19 & Medium Term Financial Plan	Isabel Brittain, Head of Strategic Finance and External Auditor from Ernst & Young	

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MEETING (Both OS and PAG Members 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	All heads of service to be present to answer project related questions.
20th November 2018 PAG (to follow Joint Meeting) Deadline midday, 7 November 2018	Minutes of Meeting of 4 th September 2018		Number of actions that need a response from Directors/HoS
	Forward Work Programme	Michael Edley	
22 January 2019 Deadline: 9 January 2019	Q2 Financial Health Check Report(July – Sept 2018), incl section on performance And to include Corporate strategic plan progress to include risk management commentary	Isabel Britain, Head of Strategic Finance, Alison Street, Finance Business Partner Ben Wood, for performance and corporate strategic plan progress	To include: <ul style="list-style-type: none"> • section on performance Corporate strategic plan progress AND RISK MANAGEMENT

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	Treasury Management - Mid-year Review 2017-18	Isabel Brittain, Head of Strategic Finance	Nicola Munro
	Update on the Implementation of the Annual Governance Statement 2018/19 – Action Plan	Isabel Brittain, Head of Strategic Finance	
	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	
	Progress on Anti-Fraud Plan 2018/2019	Nick Jennings, SAFS, HCC	Progress - Anti-Fraud Plan 2018/2019 <i>(NJ Confirmed OK)</i>
	Cyber security and IT disaster recovery	Helen Standen, Director	Requested via PAG 24 July 2018. Held over at CE's request (email 19 Sept 2018)
	Section 106 Agreements (inc a financial statement summarising the position)	Helen Standen, Director and Head of Planning and Building Control	Requested via PAG 24 July 2018. Held over at Dep CE's request (email 19 Sept 2018)
	Forward Work Programme	Scrutiny Officer	

Meeting Date	Topic	Lead Officer	Notes
12 March 2019 Deadline 26 th February 2019	Performance relating to CVS SLA 2018/19 and and proposals for 2019/20	Jonathan Geil	At request of Jonathan 10/01/19
	Annual Leisure Performance Report 2018	Head of Operations, Jess Khanom	Annual Update To go to this meeting or May/June 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	SAFS/EHC Anti-Fraud Plan 2019/2020

Meeting Date	Topic	Lead Officer	Notes
	Annual Review of Risk Management Strategy	Isabel Brittain, Head of Strategic Finance/Graham Mully, Risk and Insurance Business Advisor	Annual Update To go to this meeting or May/June 2019
	Scrutiny Work Programme	Michael Edley: 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
- 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