

Performance, Audit & Governance Oversight (PAGO) Committee

Work Programme 2019/20 – DRAFT

[NB: This is a working document and is likely to be subject to ongoing amendments]

?? May 2019	
Topic	Lead Officer
Risk Management Annual Report	Isabel Brittain, Head of Strategic Finance Author: Graham Mully, Risk and Insurance Business Advisor
Delivery of Housing and Health Strategy – Year 2 Review	Jonathan Geall, Housing Development and Strategy Manager
Work Programme	

31 July 2019	
Topic	Lead Officer
Annual statement of accounts	Isabel Brittain, Head of Strategic Finance Author: Rob Winterton
Annual Performance Report 2018/19	Ben Wood
Council Tax Reduction Scheme 2020/2021	Su Tarran, Head of Revenue and Benefits
Shared Internal Audit Service – update on Annual Assurance	
Shared Internal Audit Service – update on Audit Plan	

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31 July 2019	
Topic	Lead Officer
Annual Governance Statement and Action Plan	Isabel Brittain, Head of Strategic Finance
Work Programme	

24 September 2019	
Topic	Lead Officer/s
Performance on Theme/Issue: Section 106	<i>Jan Goodeve, Helen Standen, Jackie Bruce. Ben Wood</i>
Financial Health check (April – June 2019),	Isabel Brittain
Treasury Management Strategy Review 18/19 Outturn	Isabel Brittain, Head of Strategic Finance
SAFs Annual Fraud Report 2018/19 and progress report of delivery of 2019/20 Annual Fraud Plan	Nick Jennings
SIAS Shared Internal Audit Plan and Board Report Update	Nick Jennings
Insurance options report	Graham Mully / Isabel Brittain
Work Programme	Mike Edley

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19 November 2019	
Topic	Lead Officer
Performance on Theme/Issue: Economic Development	Ben Wood, Jan Goodeve
Financial Health Check Report (July – Sept 2018)	Isabel Britain,
Audit Results Report	Earnst and Young
Asset Management Update	Isabel Brittain
Corporate strategic plan 2020/21 development progress.	Isabel Brittain,
Treasury Management - Mid-year Review 2018-19	Isabel Briattain
Update on the Implementation of the Annual Governance Statement 2018/19 – Action Plan	Isabel Brittain,
Work Programme	Mike Edley

14 January 2020	
Topic	Lead Officer
Performance on Theme/Issue: Public Health	Jonathan Geall; Eric Buckmaster
Financial Health Check Report (Oct – Dec 2019),	Isabel Brittain
Budget report & Medium Term Financial Plan	Isabel Brittain, Head of Strategic Finance
2019/20 Corporate Service Plans Progress update	Ben Wood, Head of Comms, Strategy and Policy
Annual Audit Letter and External Audit	Natalie Clark, EY

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14 January 2020	
Topic	Lead Officer
Grants Certification Summary	
Shared Internal Audit Service (SIAS) Update on Audit Plan	Simon Martin SIAS, HCC
Treasury Management Strategy 2019-20	Isabel Brittain, Head of Strategic Finance and External Auditor from Ernst & Young
Work Programme	

17 March 2020	
Topic	Lead Officer
Performance on Theme/Issue: Communicatons	Ben Wood
Financial Health Check Report (Jan-March 2020),	
External Auditor 2018-19 Audit Plan	External Auditor Ernst & Young
Shared Anti-Fraud Service with draft plan for 2019/20 for approval	Nick Jennings HCC
Shared Internal Audit Plan (SIAS) 2019/20	Simon Martin SIAS, HCC
SIAS Audit Plan Update	As above
Insurance options report	Graham Mully / Isabel Brittain
Annual Review of Risk Management Strategy	Isabel Brittain, Head of Strategic Finance/Graham Mully, Risk and Insurance Business Advisor
Annual risk report	Isabel Brittain, Head of

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17 March 2020	
Topic	Lead Officer
	Strategic Finance/Graham Mully, Risk and Insurance Business Advisor
Work Programme	

Other items/notes:

- **Financial Health check Reports** (Isabel Brittain, Head of Strategic Finance)

Finance will continue to provide quarterly finance health checks for 2019-20.

These reports include risk management except for the outturn report when

the annual risk report is submitted independently.

The dates for the quarterly finance health checks to go to PAG are as follows:

Quarter 1 (April – June 2019) PAG – 4/09/2019

Quarter 2 (July – September 2019) PAG – 21/11/2019

Quarter3 (October – December 2019) PAG – 17/03/2020

Outturn (full year 2018/19) PAG – will go to PAG in July 2020

- **Performance:** Members will focus on specific issues/themes at each meeting allowing them to explore issues on connected KPIs in a more detailed manner. On 31 July members will take a view on what issues they wish to look at for each future meeting.
- **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.

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- **Changes to Constitution Review Update** (Alison Stuart, Head of Democratic and Legal Support Services): As and when there are updates to report.
- **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):**
31 July 2019: Shared Internal Audit Service – update on Shared Internal Audit Service – update on Annual Assurance; and Audit Plan
4 September 2019: SIAS Shared Internal Audit Plan Update; Annual SIAS- Board Report 2018-19;
14 Jan 2020: Shared Internal Audit Service (SIAS) Update on Audit Plan
17 March 2020: Shared Internal Audit Plan (SIAS) 2019/20; SIAS Audit Plan Update

PERFORMANCE, AUDIT AND GOVERNANCE OVERSIGHT – Deadlines for Papers

DATE OF MEETING	REPORT DEADLINE (midday)
21 May 2019	8 May 2019
31 July 2019	11 July 2019
24 September 2019	14 September 2019
19 November 2019	5 November 2019
14 January 2020	3 January 2020
17 March 2019	3 February 2020