

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]

21 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, Head of Housing and Health
Work Programme	

31 July 2019	
Topic	Lead Officer
Annual statement of accounts	Isabel Brittain, Head of Strategic Finance and Property Author: Rob Winterton
Annual Performance Report 2018/19	Ben Wood, Head of Communications, Policy and Strategy
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	

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

24 September 2019	
Topic	Lead Officer/s
Performance on Theme/Issue: Section 106 Executive Member J Goodeve	Helen Standen, Jackie Bruce Ben Wood
Financial Health check (April – June 2019),	Isabel Brittain, Head of Strategic Finance and Property
Treasury Management Strategy Review 18/19 Outturn	Isabel Brittain, Head of Strategic Finance and Property
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	Lorraine Blackburn

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29 October 2019

Topic	Lead Officers
Draft Statement of Accounts	Isabel Brittain Head of Strategic Finance and Property
Treasury Management Strategy Outturn 2018/19	Nicola Munro
Treasury Management Strategy Mid Year Review	Nicola Munro
Economic Development Strategy Update	Ben Wood Head of Communications, Policy and Strategy

19 November 2019

Topic	Lead Officer
Statement of Accounts	Isabel Brittain/Ernst Young
Corporate strategic plan 2020/21 development progress.	Isabel Brittain Head of Strategic Finance and Property
Corporate Budget Monitoring Report Q2	Isabel Brittain Head of Strategic Finance and Property
Budget and MTFP 20/21	Isabel Brittain Head of Strategic Finance and Property
Work Programme	Lorraine Blackburn

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14 January 2020	
Topic	Lead Officer
Performance on Theme/Issue: Public Health, Executive Member E Buckmaster	Jonathan Geall, Head of Housing and Health
Corporate Budget Monitoring Report Q3 (Oct – Dec 2019),	Isabel Brittain Head of Strategic Finance and Property
2019/20 Corporate Service Plans Progress update	Ben Wood, Head of Comms, Strategy and Policy
Annual Audit Letter and External Audit Grants Certification Summary	Suresh Patel, EY
Shared Internal Audit Service (SIAS) Update on Audit Plan	Simon Martin SIAS, HCC
Asset Management Update	Isabel Brittain Head of Strategic Finance and Property
Update on the Implementation of the Annual Governance Statement 2018/19 – Action Plan	Isabel Brittain Head of Strategic Finance and Property
Work Programme	Lorraine Blackburn

17 March 2020	
Topic	Lead Officer
Performance on Theme/Issue: Communications	Ben Wood Head of Communications, Strategy and Policy
Corporate Budget Monitoring Report Q4 (Jan to March 2020)	Ben Wood Head of Communications, Strategy and Policy

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17 March 2020	
Topic	Lead Officer
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 and Property/Graham Mully, Risk and Insurance Business Advisor
Annual risk report	Isabel Brittain, Head of Strategic Finance and Property/Graham Mully, Risk and Insurance Business Advisor
Work Programme	Lorraine Blackburn

Other items/notes:

- Corporate Budget Monitoring report (Formerly the Financial Health check reports (Head of Strategic Finance and Property) Finance will continue to provide quarterly finance health check 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 PAGO are as follows:

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Quarter 1 (April – June) PAGO – September 2020

Quarter 2 (July – September 2020) PAGO November 2020

Quarter 3 (October – December 2020) PAGO – March 2020

Outturn (full year 2019/20) PAGO – will go to PAGO 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** (Head of Democratic and Legal Support Services) - This will be as and when there are updates to report.
- **Changes to Constitution Review Update** (Head of Democratic and Legal Support Services): As and when there are updates to report.
- **Shared Anti-Fraud Service (SAFS):**
March report: *SAFS/EHC Anti-Fraud Plan 2019/2020*.
- **Shared Internal Audit Service (SIAS):**
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)
14 January 2020	3 January 2020
17 March 2020	4 March 2020

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Committee**

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