

Performance, Audit & Governance Oversight (PAGO) Committee

Work Programme 2019/20 – DRAFT

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

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 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 and Property
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, 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
Capital Strategy	Bob Palmer
Treasury Management Strategy 2020-21	Bob Palmer
Draft Corporate Plan 2020/21	Ben Wood
Budget and Medium Term Financial Plan 2020/21 – 2023/24	Bob Palmer
Annual Audit Letter	Suresh Patel, EY
Shared Internal Audit Service (SIAS)	Simon Martin (HCC)
Shared Anti-Fraud Service (SAFS)	Nick Jennings (HCC)
Draft Work Programme	Lorraine Blackburn

17 March 2020	
Topic	Lead Officer
External Auditor 2018-19 Audit Plan	Suresh Patel (EY)
Shared Anti-Fraud Service (SAFS) with draft plan for 2019/20 for approval	Nick Jennings (HCC)
Shared Internal Audit Plan (SIAS) 2019/20	Simon Martin (HCC)
Shared Internal Audit Service (SIAS) Audit Plan Update	
Quarterly Corporate Budget Monitor - Quarter 3 December 2019	Bob Palmer /Alison Street
Implementation of Annual Governance Statement	Bob Palmer
Annual Review of Risk Management Strategy	Bob Palmer /Graham Mully
Annual Risk Report	Bob Palmer /Graham Mully
Draft Work Programme	Lorraine Blackburn

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19 May 2020	
Topic	Lead Officer
Insurance Options Report – Procurement of next long term contract	Interim Head of Strategic Finance and Bob Palmer / Insurance and Business Risk Advisor
SIAS Internal Audit Plan Report 2020/21	Simon Martin
SIAS Progress Report	Simon Martin
SAFs	2019/20 Annual Fraud Report and Progress with Delivery Plan
Risk Management Strategy – Annual Review	Graham Mully
Strategic Risk Register – Annual Review	Graham Mully
External Auditor 2019/20 Audit Plan	Suresh Patel
Annual Governance Statement	Bob Palmer
Quarterly Corporate Budget Monitoring	Bob Palmer
Work programme	Lorraine Blackburn

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Other items/notes:

- **Corporate Budget Monitoring Report** (formerly the Financial Health Check reports) will be provided quarterly.
The dates for the quarterly Corporate Budget Monitoring reports to go to PAGO:
 - Quarter 3 (2019/20) – March 2020
 - Outturn (full year 2019/20) – July 2020
 - Quarter 1 (April – June 2020) – September 2020
 - Quarter 2 (July – September 2020) - November 2020
 - Quarter 3 (October – December 2020) – March 2021
- **Complaints lodged with the Monitoring Officer** (Head of Democratic and Legal Support Services). When there are updates.
- **Changes to Constitution Review Update** (Head of Democratic and Legal Support Services): When there are updates.
- **Shared Anti-Fraud Service Report (SAFS)**. At every meeting.
- **Shared Internal Audit Service (SIAS)**. At every meeting.

DATE OF MEETING	REPORT DEADLINE (midday)
17 March 2020	4 March 2020
19 May 2020	5 May 2020
28 July 2020	15 July 2020
22 September 2020	9 September 2020
17 November 2020	4 November 2020
12 January 2021	23 December 2020
16 March 2021	3 March 2021