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|  <b>Finance &amp; Audit Scrutiny Committee</b><br><b>4 April 2017</b>  |   | <b>Agenda Item No.</b><br><b>8</b> |
| <b>Title</b>  | <b>End of Term Report 2016/17</b>   |                                    |
| <b>For further information about this report please contact</b>   | Amy Barnes<br>Senior Committee Services Officer<br>01926 456114<br><a href="mailto:committee@warwickdc.gov.uk">committee@warwickdc.gov.uk</a> |                                    |
| <b>Wards of the District directly affected</b>  | n/a   |                                    |
| <b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?</b> | No  |                                    |
| <b>Date and meeting when issue was last considered and relevant minute number</b>   | n/a   |                                    |
| <b>Background Papers</b>  | Minutes of all 2016/17 Finance & Audit Scrutiny Committee meetings  |                                    |

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|--|-----|
| <b>Contrary to the policy framework:</b>                                   | No  |
| <b>Contrary to the budgetary framework:</b>                                | No  |
| <b>Key Decision?</b>   | No  |
| <b>Included within the Forward Plan? (If yes include reference number)</b> | No  |
| <b>Equality &amp; Sustainability Impact Assessment Undertaken</b>          | n/a |
|  |     |

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|--|-------------|---------------|
| <b>Officer/Councillor Approval</b>             |             |               |
| <b>Officer Approval</b>                        | <b>Date</b> | <b>Name</b>   |
| Chief Executive/Deputy                         |             | Chris Elliott |
| Head of Service                                |             | Andrew Jones  |
| CMT  |             | Bill Hunt     |
| Section 151 Officer                            |             | Mike Snow     |
| Monitoring Officer                             |             | Graham Leach  |
| Finance  |             |               |
| Portfolio Holder(s)                            |             | Cllr Mobbs    |
| <b>Consultation &amp; Community Engagement</b> |             |               |
|  |             |               |
| <b>Final Decision?</b>                         |             |               |
| This report is for recommendation to Council.  |             |               |

## 1. **Summary**

- 1.1 An end of term report to the Council on the work the Committee has undertaken during the 2016/17 municipal year.

## 2. **Recommendation**

- 2.1 It is recommended to Council that the list of matters considered by this Committee during the municipal year 2016/17, as detailed in the Appendix to the report, be noted.

## 3. **Reasons for the Recommendation**

- 3.1 Under Article 6 of the Council's Constitution, Overview and Scrutiny Committees and Policy Committees are required to provide an end of term report to the Council on work they have undertaken during the year.
- 3.2 This report will be updated to include items considered at the 4 April 2017 meeting of the Committee, prior to it being presented to Council.

## 4. **Policy Framework**

- 4.1 The recommendations of the report do not affect the Council's policy framework.
- 4.2 Fit for the Future - This report is made annually as a matter of good practice and Council policy.

## 5. **Budgetary Framework**

- 5.1 The recommendations of the report do not affect the Council's budgetary framework.

## 6. **Risks**

- 6.1 There are no risks associated with this report.

## 7. **Alternative Option(s) considered**

- 7.1 There are no alternative options as this report complies with the requirements of Article 6 of the Council's Constitution.

## 8. **Background**

- 8.1 The decision to include end of term reports for scrutiny committees was taken and has been an agenda item at the last meeting of the municipal year ever since.
- 8.2 In total the Finance & Audit Scrutiny Committee have considered 23 Audit items, 13 Scrutiny items and 41 Executive items. On those Executive items, Members made three formal recommendations.
- 8.3 In addition, the Committee have scrutinised four contract registers and three risk registers.

## **Items considered by Finance & Audit Scrutiny Committee 2016/17**

### **AUDIT ITEMS**

Internal Audit Quarter 4 2015/16 Progress Report  
Annual Governance Statement Action Plan 2015/16: Review of Progress  
Internal Audit Annual Report 2015/16  
Annual Governance Statement 2015/16  
Review of Internal Audit Service in Compliance with Public Sector Internal Audit Standards  
External Review of Council's Risk Management Arrangements  
2015/16 Annual Treasury Management Report  
Treasury Management Activity Report for the period 1<sup>st</sup> October 2015 to 31<sup>st</sup> March 2016  
Statement of Accounts and Annual Governance Statement 2015/16  
Anti-Fraud and Corruption Progress Report 2015/16  
Internal Audit Quarter 1 2016/17 Progress Report  
Annual Governance Statement Action Plan 2016/17: Review of Progress  
Risk Management Annual Report 2015/16  
Audit Findings Report from External Auditor  
National Fraud Initiative Update  
Internal Audit Quarter 2 2016/17 Progress Report  
Annual Governance Statement Action 2016/17: Review of Progress  
Treasury Management Activity Report for the period 1 April 2016 to 30 September 2016  
2015/16 Annual Audit Letter and Grant Claims  
Final Report on Procurement Issues  
Internal Audit Quarter 3 2016/17 Progress Report  
Annual Governance Statement Action Plan 2016/17: Review of Progress  
Electrical Maintenance Contract – Final Report

### **SCRUTINY ITEMS**

Warwick District Infrastructure Delivery Plan  
Statement of Accounts & Annual Governance Statement 2015/16 – see Council agenda  
Infrastructure Delivery Plan update  
Learning from the outcome of the further Audit work on the Electrical Repair & Maintenance Contract  
Half Year Update on Procurement Action Plan  
Update on Procurement Issues  
Student Accommodation and Houses in Multiple Occupation  
Update on the support cost savings as a result of the management arrangements at Leisure Centres  
Welfare Reforms  
Warwick District Infrastructure Delivery Plan  
Waste Container Charging Review  
The Monitoring of Section 106 Contributions  
Procurement Progress Update

**Contract Registers** Health & Community Protection - Contract Register Review  
Housing & Property Services – Contract Register Review  
Cultural Services - Contracts Register Review  
Development Services – Contract Register Review

**Risk Registers** Neighbourhood Services Risk Register  
Review of Chief Executive’s Office Risk Register  
Housing & Property Services Risk Register

(Items considered by the Committee on 4 April 2017 will be added to the list prior to the report’s presentation to Council)

### **ROUTINE ITEMS**

- Comments from the Executive
- Review of the Work Programme & Forward Plan

### **EXECUTIVE ITEMS CONSIDERED BY THE COMMITTEE**

#### **June 2016**

Final Accounts 2015/16  
Fit for the Future Change Programme  
Tourism Update  
Local Plan Budget  
Repair of Listed Boundary Walls  
Renewal of Fire Alarm Systems in Sheltered Housing Schemes  
Multi-storey Car Park Condition Survey Report – Update  
Use of Delegated Powers: Electrical Repair & Maintenance Contract Groups  
Housing Benefits and Council Tax Reduction  
Service Re-Design update

#### **July 2016**

Leisure Development Programme Update  
Budget Review to 30 June 2016  
Council Tax Reduction Scheme  
Review of Support to Town and Parish Councils  
Procurement Exemption for WDC Copier Maintenance 2016/17  
Significant Business Risk Register

#### **September 2016**

Fees and Charges 2017/18  
HEART Shared Service to deliver Home Adaptations (including Disabled Facilities Grants)a  
Significant Business Risk Register

#### **November 2016**

Budget review to 30 September 2016  
Review of Support to Parish & Town Councils  
General Fund base budgets latest 2016/17 and original 2017/18  
Housing Revenue Account (HRA) budgets latest 2016/17 and base 2017/18  
Housing Revenue Account Rent Arrears Policy  
Appointment of External Auditor  
Future use of council land adjacent to 39 High Street, Kenilworth

**January 2017**

Council Tax Property Exemption Period  
Pre-Application Charging Regime  
Consultation on draft Community Infrastructure Levy (CIL) Charging Schedule  
Cloister Way Affordable Housing  
Significant Business Risk Register  
Decision Made under Chief Executive's Emergency Powers

**February 2017**

Budget 2017/18 and Council Tax – General Fund Revenue and Capital  
Housing Revenue Account (HRA) Budget 2017/18 and Housing Rents  
Treasury Management Strategy  
Housing Related Support Services

**March 2017**

Bereavement Services – enhanced service provision  
Review of Approach to unauthorised encampments  
St Mary's Lands Delivery Plan for 2017/18  
Request for Funding for a Community Hub in Norton Lindsey  
Procurement Exemptions – CIL Viability and Retail Planning

(Items considered by the Committee on 4 April 2017 will be added prior to the reports presentation to Council)

**April 2017**

TBC