

## AUDIT, CRIME & DISORDER AND SCRUTINY COMMITTEE

Thursday 7 April 2022 at 7.30 pm

Place: Council Chamber, Epsom Town Hall

Link for public online access to this meeting:

<https://attendee.gotowebinar.com/register/4516371976488564492>

Webinar ID: 718-141-587

Telephone (listen-only): +44 20 3713 5012 Telephone Access code: 344-176-939

The members listed below are summoned to attend the Audit, Crime & Disorder and Scrutiny Committee meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Councillor Steve Bridger (Chair)  
Councillor Nigel Collin (Vice-Chair)  
Councillor Arthur Abdulin  
Councillor Liz Frost  
Councillor Rob Geleit

Councillor David Gulland  
Councillor Previn Jagutpal  
Councillor Phil Neale  
Councillor Alan Sursham  
Councillor Chris Webb

Yours sincerely



Chief Executive

For further information, please contact Democratic Services, 01372 732000 or [democraticservices@epsom-ewell.gov.uk](mailto:democraticservices@epsom-ewell.gov.uk)

### **EMERGENCY EVACUATION PROCEDURE**

No emergency drill is planned to take place during the meeting. If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions.

- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building, but move to the assembly point at Dullshot Green and await further instructions; and
- Do not re-enter the building until told that it is safe to do so.

## Public information

**Please note that this meeting will be held at the Town Hall, Epsom and will be available to observe live on the internet**

This meeting will be open to the press and public to attend as an observer using free GoToWebinar software, or by telephone.

A link to the online address for this meeting is provided on the first page of this agenda and on the Council's website. A telephone connection number is also provided on the front page of this agenda as a way to observe the meeting, and will relay the full audio from the meeting as an alternative to online connection. A limited number of seats will also be available in the public gallery at the Town Hall. For further information please contact Democratic Services, email: [democraticservices@epsom-ewell.gov.uk](mailto:democraticservices@epsom-ewell.gov.uk), telephone: 01372 732000.

Information about the terms of reference and membership of this Committee are available on the [Council's website](#). The website also provides copies of agendas, reports and minutes.

Agendas, reports and minutes for the Committee are also available on the free Modern.Gov app for iPad, Android and Windows devices. For further information on how to access information regarding this Committee, please email us at [Democraticservices@epsom-ewell.gov.uk](mailto:Democraticservices@epsom-ewell.gov.uk).

### Exclusion of the Press and the Public

There are no matters scheduled to be discussed at this meeting that would appear to disclose confidential or exempt information under the provisions Schedule 12A of the Local Government (Access to Information) Act 1985. Should any such matters arise during the course of discussion of the below items or should the Chairman agree to discuss any other such matters on the grounds of urgency, the Committee will wish to resolve to exclude the press and public by virtue of the private nature of the business to be transacted.

### Questions from the Public

Questions from the public are permitted at meetings of the Committee. Any person wishing to ask a question at a meeting of the Committee must register to do so, as set out below.

Up to 30 minutes will be set aside for written or oral questions from any member of the public who lives, works, attends an educational establishment or owns or leases land in the Borough on matters within the Terms of Reference of the Audit, Crime & Disorder and Scrutiny Committee which may not include matters listed on a Committee Agenda.

All questions whether written or oral must consist of one question only, they cannot consist of multi parts or of a statement.

The question or topic may not relate to a specific planning application or decision under the Planning Acts, a specific application for a licence or permit of any kind, the personal affairs of an individual, or a matter which is exempt from disclosure or confidential under the Local Government Act 1972. Questions which in the view of the Chairman are vexatious or frivolous will not be accepted.

To register to ask a question at a meeting of the Committee, please contact Democratic Services, email: [democraticservices@epsom-ewell.gov.uk](mailto:democraticservices@epsom-ewell.gov.uk), telephone: 01372 732000.

Written questions must be received by Democratic Services by noon on the tenth working day before the day of the meeting. For this meeting this is **Noon, 23 March 2022**.

Registration for oral questions is open until noon on the second working day before the day of the meeting. For this meeting this is **Noon, 5 April 2022**.

## **AGENDA**

### **1. QUESTION TIME**

To take any questions from members of the Public.

### **2. DECLARATIONS OF INTEREST**

Members are asked to declare the existence and nature of any Disclosable Pecuniary Interests in respect of any item of business to be considered at the meeting.

### **3. MINUTES OF THE PREVIOUS MEETING (Pages 5 - 8)**

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Committee held on 3 February 2022 (attached) and to authorise the Chair to sign them.

### **4. COMMUNITY SAFETY PARTNERSHIP - ANNUAL REVIEW (Pages 9 - 22)**

This report fulfils the statutory requirement to scrutinise the work of the Community Safety Partnership (CSP), in 2021-2022.

### **5. EXTERNAL AUDIT PLAN (Pages 23 - 84)**

This report presents the External Audit Plan for 2021/22. In accordance with audit regulations, these items must be presented to Committee.

### **6. INTERNAL AUDIT PROGRESS REPORT 2021-2022 (Pages 85 - 102)**

This report summarises progress against the Internal Audit Plan 2021-2022.

### **7. INTERNAL AUDIT PLAN 2022-2023 & INTERNAL AUDIT CHARTER (Pages 103 - 126)**

This report introduces the Internal Audit Plan and Charter for 2022-2023.

### **8. ANNUAL REPORT OF THE AUDIT & SCRUTINY COMMITTEE (Pages 127 - 136)**

This report presents the Annual Report of the Audit, Crime & Disorder and Scrutiny Committee for 2021-2022.

### **9. FOUR YEAR PLAN: PERFORMANCE REPORT 2021-2022 (Pages 137 - 146)**

This report provides an update on the objectives and key performance indicators (KPI's) from the Annual Plan for 2021- 2022.

### **10. COMMITTEE WORK PROGRAMME 2022-2023 (Pages 147 - 150)**

This report presents the Committee with the work programme for 2022-2023.

