

## COMMITTEE WORK PROGRAMME 2023-2024

<b>Head of Service:</b>	Andrew Bircher, Acting Director of Corporate Services
<b>Wards affected:</b>	All Wards
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	N/A
<b>Appendices (attached):</b>	None.

### Summary

This report presents the Committee with the work programme for 2023-2024.

### Recommendation (s)

#### The Committee is asked to:

- (1) **Agree the on-going work programme for 2023-2024 as presented in Section 2.**

## 1 Reason for Recommendation

- 1.1 Article 6 (paragraph 6.7) of the Constitution states that the Committee “will exercise overall responsibility for the work programme of those officers whose function is wholly to support its work”.<sup>1</sup> Therefore the recommendation enables the Committee to maintain oversight of its work programme 2023-2024 and make any additions or adjustments it may wish.

## 2 Background

- 2.1 The committee work programme for 2023-2024 is presented in Section 2.3 below.

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<sup>1</sup> See *Constitution of Epsom and Ewell Borough Council*, p. 13. Online available: <https://democracy.epsom-ewell.gov.uk/documents/g1309/Public%20reports%20pack%2028th-Jan-2022%20Constitution%20of%20Epsom%20and%20Ewell%20Borough%20Council.pdf?T=10&Info=1> [Last accessed 15/03/22].

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2.2 The plan includes reports that relate to the committee’s areas of responsibility as stipulated in its terms of reference.<sup>2</sup> Please note that the committee dates, after the 6<sup>th</sup> April 2023, are subject to agreement by Full Council, at its annual meeting in May 2023.

2.3 Work Programme 2023-2024:

Meeting		Agenda
<b>Past</b>	<b>2 February 2023</b>	<ul style="list-style-type: none"> <li>• Community Safety Partnership Update</li> <li>• Revenue Budget Monitoring – Quarter 3 (2022-2023)</li> <li>• Capital Budget Monitoring – Quarter 3 (2022-2023)</li> <li>• Performance and Risk Report – February 2023</li> <li>• Work Programme 2022-2023</li> </ul>
<b>Present</b>	<b>6 April 2023</b>	<ul style="list-style-type: none"> <li>• Internal Audit: Progress Report - April 2023</li> <li>• Internal Audit: Audit Plan 2023-2024 &amp; Internal Audit Charter</li> <li>• External Audit Update</li> <li>• Committee Annual Report 2022-2023 (to be presented to Full Council)</li> <li>• Regulation of Investigatory Powers Act (2000) Annual Report</li> <li>• Work Programme 2023-2024</li> <li>• Local Government and Social Care Ombudsman Annual Letter</li> </ul>
<b>Future</b>	<b>18 July 2023</b>	<ul style="list-style-type: none"> <li>• External Audit Update – Annual Auditor’s Report</li> <li>• Internal Audit: Annual Report &amp; Opinion 2022-2023</li> <li>• Internal Audit: Progress Report – July 2023</li> <li>• Annual Governance Statement 2022-2023</li> <li>• Performance and Risk Report – July 2023</li> <li>• Use of Delegated Powers Annual Report</li> <li>• Work Programme 2023-2024</li> <li>• IT Strategy<sup>3</sup></li> </ul>
	<b>28 September 2023</b>	<ul style="list-style-type: none"> <li>• 2022-2023 Statement of Accounts and Audit Findings Report (subject to external audit progress).</li> <li>• Revenue Budget Monitoring – Quarter 1 (2023-2024)</li> <li>• Capital Budget Monitoring – Quarter 1 (2023-2024)</li> <li>• 2022-2023 Treasury Management Outturn Report</li> <li>• Internal Audit: Progress Report – September 2023</li> <li>• Performance &amp; Risk Report - September 2023</li> <li>• Work Programme 2023-2024</li> <li>• Local Government and Social Care Ombudsman Annual Letter</li> </ul>

<sup>2</sup> See *Committee Terms of Reference*, Full Council, 15 February 2022, pp. 22-24. Online available: <https://democracy.epsom-ewell.gov.uk/documents/s22823/Committee%20Terms%20of%20Reference%20Appendix%201.pdf> [Last accessed 15/03/22].

<sup>3</sup> The placeholder has moved from April 2023 to July 2023, as a date for the Strategy to be taken to Strategy and Resources Committed has now been confirmed.

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<b>16 November 2023</b>	<ul style="list-style-type: none"><li>• Revenue Budget Monitoring – Quarter 2 (2023-2024)</li><li>• Capital Budget Monitoring – Quarter 2 (2023-2024)</li><li>• 2023-2024 Treasury Management Interim Report, including associated training.</li><li>• Code of Corporate Governance<sup>4</sup></li><li>• Counter-Fraud and Whistleblowing Annual Report (inc. gifts and hospitality)</li><li>• Work Programme 2023-2024</li><li>• Update on Compliance with the Surveillance Camera Code of Practice</li></ul>
<b>1 February 2024</b>	<ul style="list-style-type: none"><li>• Community Safety Partnership Update</li><li>• Revenue Budget Monitoring – Quarter 3 (2023-2024)</li><li>• Capital Budget Monitoring – Quarter 3 (2023-2024)</li><li>• External Audit Update</li><li>• Equality and Diversity (incl.modern slavery) Annual Report</li><li>• Internal Audit: Progress Report - February 2024</li><li>• Performance and Risk Report – February 2024</li><li>• Work Programme 2023-2024</li></ul>
<b>28 March 2024</b>	<ul style="list-style-type: none"><li>• Internal Audit: Annual Plan 2024-2025 &amp; Internal Audit Charter</li><li>• Internal Audit: Progress Report - March 2024</li><li>• External Audit Update</li><li>• Performance and Risk Report – March 2024</li><li>• Committee Annual Report 2023-2024 (to be presented to Full Council)<sup>5</sup></li><li>• Work Programme 2024-2025</li><li>• Regulation of Investigatory Powers Act (2000) Annual Report</li></ul>

### 3 Risk Assessment

Legal or other duties

#### 3.1 Equality Impact Assessment

3.1.1 No direct implications from this report.

#### 3.2 Crime & Disorder

3.2.1 The annual scrutiny of the Community Safety Partnership is proposed to be held at the February 2024 committee meeting.

<sup>4</sup> Placeholder, in the event of any significant changes following annual officer review.

<sup>5</sup> Note, the Committee's Annual Report will be early this year (2023-2024), due to the committee timings and the need to

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### 3.3 Safeguarding

3.3.1 No direct implications from this report.

### 3.4 Dependencies

3.4.1 The committee does rely on some of the council's partners, and other committees, to deliver its work programme as proposed in Section 2.3 (e.g. internal and external audit, and the Community Safety Partnership).

### 3.5 Other

3.5.1 No other direct implications from this report.

## 4 Financial Implications

4.1 None for the purposes of this report.

4.2 **Section 151 Officer's comments:** The forward plan will enable the Council to meet statutory obligations with regards to external audit.

## 5 Legal Implications

5.1 None for the purposes of this report.

5.2 **Legal Officer's comments:** None for the purposes of this report.

## 6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** The following key priorities are engaged

6.1.1 Effective Council: Strengthen the council's financial independence.

6.1.2 Effective Council: Improve openness, transparency and customer service.

6.1.3 Safe & Well: Work with partners to keep our borough safe and secure.

6.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.

6.3 Climate & Environmental Impact of recommendations: No direct implications from this report.

6.4 **Sustainability Policy & Community Safety Implications:** See Section 2.3, February 2024 meeting.

6.5 **Partnerships:** No direct implications from this report.

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### 7 Background papers

7.1 The documents referred to in compiling this report are as follows:

#### **Previous reports:**

- Committee Work Programme 2022-2023, *Audit and Scrutiny Committee*, 2<sup>nd</sup> February 2023. Online available: <https://democracy.epsom-ewell.gov.uk/ieListDocuments.aspx?CId=157&MId=1253> [last accessed 28/02/2023].

#### **Other papers:**

- None.