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Simon Young, Solicitor
Head of Legal and Democratic Services



AUDIT, CRIME & DISORDER AND SCRUTINY COMMITTEE

Tuesday 11 October 2016 at 7.30 pm

Committee Room 1 - Epsom Town Hall

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 David Reeve (Chairman)
Councillor Clive Smitheram (Vice-Chairman)
Councillor Tony Axelrod
Councillor Steve Bridger
Councillor Alex Clarke
Councillor Rob Geleit

Councillor Jan Mason
Councillor Peter O'Donovan
Councillor Humphrey Reynolds
Councillor Mike Teasdale
Councillor David Wood

Yours sincerely

A handwritten signature in black ink, appearing to read 'S Young', written over a faint, larger signature.

Head of Legal and Democratic Services

For further information, please contact Tim Richardson, 01372 732122 or trichardson@epsom-ewell.gov.uk

AGENDA

1. QUESTION TIME

To take any questions from members of the Public.

Please note: Members of the Public are requested to inform the Democratic Services Officer before the meeting begins if they wish to ask a verbal question to the Committee.

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 3 - 8)

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Committee held on 28 June 2016 (attached) and to authorise the Chairman to sign them.

4. VENUES REVIEW (To Follow)

5. WORK PROGRAMME 2016/17 (Pages 9 - 14)

This report updates the Committee on its work programme 2016/17.

**Minutes of the Meeting of the AUDIT, CRIME & DISORDER AND SCRUTINY
COMMITTEE held on 28 June 2016**

PRESENT -

Councillor David Reeve (Chairman); Councillor Clive Smitheram (Vice-Chairman); Councillors Steve Bridger, Chris Frost (as nominated substitute for Councillor David Wood), Rob Geleit, Jan Mason, Humphrey Reynolds and Tella Wormington

In Attendance: Inspector Jackie Elkins (Borough Inspector) (Surrey Police) (Items 1 - 9 only) and Karen Williams (Risk Advisory Director) (RSM Risk Assurance Services LLP) (Items 1- 8 only)

Absent: Councillor Alex Clarke, Councillor Peter O'Donovan and Councillor David Wood

Officers present: Margaret Jones (Scrutiny Officer), Tim Richardson (Democratic Services Officer), Kelvin Shooter (Community Safety & Projects Officer) and Simon Young (Head of Legal and Democratic Services)

1 QUESTION TIME

No questions were asked or had been submitted by members of the public.

2 DECLARATIONS OF INTEREST

No declarations of interest were made by Councillors in items on this agenda.

3 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Audit, Crime & Disorder and Scrutiny Committee held on 14 April 2016 were agreed as a true record and signed by the Chairman.

4 INTERNAL AUDIT MONITORING REPORT

The Committee received and noted a report from the Internal Auditor summarising progress against the audit plan for 2015/16. The Committee did not identify any matters of concern contained within the report.

5 INTERNAL AUDIT ASSURANCE REPORT

The Committee received a report advising it of the internal audit assurance level for 2015/16 and providing a summary of the performance of internal audit for that year.

The Committee noted the following matters with regard to the report:

- a) Procurement actions. The Committee was informed that the majority of management actions which had not yet been implemented related to the Council's procurement arrangements, and that these were in the process of being addressed. Some actions had been superseded by updated processes, and these had been identified by the Corporate Risk & Governance Manager.
- b) Auditor's draft reports. The Committee noted that only 44% of draft reports had been released by the internal auditor within the 10 day target. The Internal Auditor acknowledged that this target had not been met.

Following this, the Committee noted the Internal Audit Assurance Report for 2015/16.

6 PLANNED AUDIT FEE FOR 2016/17

The Committee received a report presenting the planned audit fee for 2016/17. Following consideration of the report, the Committee noted the planned audit fee for 2016/17.

7 ANNUAL GOVERNANCE STATEMENT 2015/16

The Committee received a report seeking its approval to the Annual Governance Statement and the arrangements made for its preparation as part of the 2015/16 financial statements. It was noted that the Strategy and Resources Committee had already approved the Annual Governance Statement in principle at its meeting on 21 June 2016, pending any comments from the Audit, Crime & Disorder and Scrutiny Committee.

Following consideration, the Committee:

- (1) Confirmed the adequacy of the arrangements made for preparing the Annual Governance Statement (AGS).
- (2) Endorsed the 2015/16 AGS prior to it being certified by the Chief Executive and Chairman of the Strategy and Resources Committee.

8 2015/16 COMMUNITY SAFETY PARTNERSHIP REVIEW REPORT

The Committee received a report informing it of the performance of the Epsom & Ewell Community Safety Partnership (CSP) for 2015/16. The following matters were considered:

- a) Attendance by partners. The Committee noted that attendance at meetings of the CSP had been low from some partners over the past year, and that engaging with them within the forum of the partnership was challenging. The Committee was informed that the partners continued to

undertake community safety activities, but in the form of their own discrete initiatives, rather than activities directly coordinated by the Partnership.

- b) Communication of activities undertaken by partners. The Committee suggested that the discrete community safety initiatives undertaken by members of the CSP (but not directly coordinated by it) should be communicated and celebrated more widely.
- c) Grant funding applications. The Committee was informed that the CSP currently received no annual funding from the Surrey Police and Crime Commissioner (PCC), but was able to apply for grants for individual activities. During the past year, the CSP had submitted two grant applications to the PCC, one of which had been successful. This had provided £6,000 for two off-road bikes to assist in tackling antisocial behaviour in the Longmead area. The Committee was informed that applications for such grant funding was not restricted to the CSP, and that the Partnership provided support to other community groups/individuals who wished to apply.
- d) Future of the CSP. The Committee was informed that the Partnership would continue to review the possibility of working with other Boroughs and Districts.

Following consideration of the report, the Committee:

- (1) Noted the performance of the CSP over the year 2015/16, including its role and financial position.

9 REVIEW OF CCTV PROVISION

The Committee received a report providing a description of the arrangements for the Council's current CCTV provision and proposing that they be reviewed.

It was proposed that the review of current CCTV provision be undertaken by an Officer working group that would look at the Council's CCTV systems utilised in Town Centres (Streetscene), Public car parks, Council venues/other facilities and Council vehicles. Following the reviews, recommendations would be presented to the Audit Crime & Disorder and Scrutiny Committee in October 2016, and to the relevant Policy Committee(s) for consideration.

The need to work with partners in reviewing the Council's CCTV provision was noted. This was particularly important for the Town Centres (Streetscene) CCTV, as it was utilised by Surrey Police and Surrey County Council Highways. It was noted that Surrey County Council did not currently contribute to the cost of providing the Town Centres (Streetscene) CCTV.

The following matters were considered:

Ward Councillor involvement. The Committee considered that Ward Councillors should be invited to input into the review of Town Centres' CCTV provision.

Use of CCTV for parking enforcement. The Committee noted that the use of CCTV for parking enforcement was a possibility which would be considered during the reviews.

Monitoring arrangements. The Committee was informed that monitoring of the Council's Town Centres' CCTV systems was currently undertaken in Runnymede, but that this arrangement would be reviewed. The decision to monitor footage at the Runnymede centre had been taken whilst the Borough was within Surrey Police's North Division, and Inspector Elkins informed the Committee that Epsom and Ewell was now contained within the East Division. Inspector Elkins also informed the Committee that if the monitoring was undertaken at the Reigate centre rather than in Runnymede, access to it would be improved for the Borough Police.

Following consideration, the Committee:

- (1) Agreed to undertake a full review of CCTV usage by the Council, in order that recommendations could be made to other relevant committees.

It was noted that an Officer working group would be formed to carry out the review, with a report to be presented to the October 2016 meeting of the Audit, Crime & Disorder Committee. As a part of this review, relevant Ward Councillors would be consulted with regard to Town Centre (Streetscene) CCTV.

10 ANNUAL REPORT ON THE USE OF DELEGATED POWERS

The Committee received a report providing a summary of the significant decisions taken by officers under delegated powers since 15 April 2015. The Committee noted that the 'Date Issued' for forms 455-458 and 460 given in Annexe 1 of the report was incorrect, and should have stated "2016".

Following consideration of the report, the Committee noted that twenty one decisions had been recorded on or were pending the use of the Delegated Authority proforma since 15 April 2015.

11 WORK PROGRAMME 2016/17

The Committee received a report asking it to agree its work programme for 2016/17. It was noted that no fixed date had been set for the consideration of an update report regarding progress made following the Scrutiny review of the Routecall service. It was intended to present this report a year after implementation of the new Routecall service had begun, and a firm date for its consideration would be set by the next meeting of the Committee.

Following consideration, the Committee:

- (1) Approved the work programme 2016/17.

The meeting began at 7.30 pm and ended at 8.35 pm

COUNCILLOR DAVID REEVE (CHAIRMAN)

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WORK PROGRAMME 2016/17

Report of the: Head of Legal and Democratic Services
Contact: Margaret Jones
Urgent Decision?(yes/no) No
If yes, reason urgent decision required:
Annexes/Appendices (attached): Annexe 1 - Work Programme 2016/17
Other available papers (not attached):

REPORT SUMMARY

This report updates the Committee on its work programme 2016/17.

RECOMMENDATION (S)

(1) That the Committee notes its updated work programme 2016/17 attached at Annexe 1.

Notes

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

1.1 Implications vary across the different items agreed for inclusion in the work programme. Specific implications are considered by the Committee before undertaking any individual investigation.

2 Background

2.1 The Committee received a draft work programme 2016/17 at its last meeting held in June 2016. The Committee agreed the programme, but requested that a firm date be set for consideration of the update report on the scrutiny review of Routecall, reported October 2015. In addition, the Committee agreed that it wished to undertake a full review of CCTV usage by the Council in order that recommendations could be made to other relevant committees. It noted that an officer working party would be formed to undertake the work involved and that a report would be brought to the October 2016 meeting of the Audit, Crime & Disorder and Scrutiny Committee.

3 Work Programme Update

- 3.1 The Committee's work programme 2016/17 has now been updated. The Committee will wish to note that the update report on the scrutiny review of Routecall has now been scheduled for April 2017.
- 3.2 The report on the CCTV review will now be brought to the November Committee meeting as opposed to the October meeting. This change reflects a change in the timescales for partners involved in CCTV delivery; it will enable officers to present a more in depth report to Members for their consideration.

4 Proposals

- 4.1 That the Committee notes its updated work programme 2016/17 (changes marked in bold on Annexe 1).

5 Financial and Manpower Implications

- 5.1 Manpower implications associated with the changes to the Committee's work programme will need to be managed by officers.
- 5.2 **Chief Finance Officer's comments:** None for the purposes of this report.

6 Legal Implications (including implications for matters relating to equality)

- 6.1 The work programme at Annexe 1 has been designed to meet the Committee's responsibilities set out in legislation and its Terms of Reference.
- 6.2 **Monitoring Officer's comments:** None for the purposes of this report.

7 Sustainability Policy and Community Safety Implications

- 7.1 Scrutiny of the Community Safety Partnership is a responsibility of the Audit, Crime & Disorder and Scrutiny Committee.

8 Partnerships

- 8.1 The Committee has the ability to make reports or recommendations on matters which affect the authority's area or the inhabitants of that area.

9 Risk Assessment

- 9.1 Maintenance of a Committee work programme enables it to manage its workload across the year to identify priorities and reschedule work according to need/risk.

10 Conclusion and Recommendations

- 10.1 Under its Terms of Reference the Audit, Crime & Disorder and Scrutiny Committee is responsible for setting its own work programme. The Committee approved its work programme 2016/17 at its last meeting in June. It is recommended that the Committee notes the changes which have been made to this programme of work in the subsequent period.

WARD(S) AFFECTED: (All Wards);

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Overview and Scrutiny Work Programme 2016/2017

MEETING DATE	ITEMS FOR CONSIDERATION BY FULL COMMITTEE	ITEMS FOR CONSIDERATION BY APPOINTED TASK GROUP(S)
21 June 2016	<ul style="list-style-type: none"> • Internal Audit Monitoring Report 2015/16 • Internal Audit Assurance Report 2015/16 • Annual Governance Statement 2015/16 • External Audit Update Report • Community Safety Partnership 2015/16 – End of Year Report • Corporate Equality Scheme Annual Report 2015/16 • Annual Report on use of Delegated Powers • Work Programme 2016/17 	<ul style="list-style-type: none"> • Review of Venues
11 Oct 2016	<ul style="list-style-type: none"> • Review of Venues • Work Programme 2016/17 	
15 Nov 2016	<ul style="list-style-type: none"> • Internal Audit Monitoring Report 2016/17 • External Audit Update Report • Annual Governance Statement and District Auditor's Audit Findings – Progress Against Action Plans • Risk Management Framework Annual Report • Performance Management • Community Safety Partnership 2016/17 – Half Year Report • Review of CCTV Provision • Data Quality • Work Programme 2016/17 	
9 Feb 2017	<ul style="list-style-type: none"> • Internal Audit Monitoring Report 2016/17 • External Audit Update Report • Performance Management • Work Programme 2016/17 	
11 April 2017	<ul style="list-style-type: none"> • Internal Audit Strategy 2017/18 • Internal Audit Monitoring Report 2016/17 • External Audit Update Report • Performance Management • Update Report on the Scrutiny Review of Routecall • Annual Report 2016/17 	

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