



AUDIT, CRIME & DISORDER AND SCRUTINY COMMITTEE

Thursday 6 February 2020 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 Steve Bridger (Chair)
Councillor Alex Coley (Vice-Chair)
Councillor Nigel Collin
Councillor Liz Frost
Councillor Rob Geleit

Councillor David Gulland
Councillor Steven McCormick
Councillor Phil Neale
Councillor Humphrey Reynolds
Councillor Alan Sursham

Yours sincerely

Chief Executive

For further information, please contact Democratic Services, 01372 732122 or democraticservices@epsom-ewell.gov.uk

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- 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.

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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.

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Members of the public who live, work, attend an educational establishment or own or lease land in the Borough may submit a written question to, or ask a question verbally at meetings of the Committee on matters within the Committee's Terms of Reference. Please note questions relating to matters listed on a Committee Agenda cannot be asked.

Written questions must be submitted to the Council's Chief Legal Officer, who can be contacted via the following email address: Democraticservices@epsom-ewell.gov.uk. The written question must arrive by noon on the tenth working day before the day of the meeting. For example, for a meeting on a Tuesday, the request must therefore arrive by noon on the Tuesday two weeks before the meeting.

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 5 - 8)

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Committee held on 21 November 2019 (attached) and to authorise the Chair to sign them.

4. INTERNAL AUDIT PROGRESS REPORT (Pages 9 - 28)

This report summarises progress against the Audit Plan 2019/20.

5. CORPORATE PLAN: PERFORMANCE REPORT TWO 2019 - 2020 (Pages 29 - 46)

This report provides an update on progress made against the Key Priority Targets 2019/20.

6. WORK PROGRAMME 2019/20 (Pages 47 - 50)

This report updates the Committee on its work programme 2019/20.

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**Minutes of the Meeting of the AUDIT, CRIME & DISORDER AND SCRUTINY
COMMITTEE held on 21 November 2019**

PRESENT -

Councillor Steve Bridger (Chair); Councillor Alex Coley (Vice-Chair); Councillors Nigel Collin, Liz Frost, Rob Geleit, David Gulland, Steven McCormick, Phil Neale, Clive Smitheram (as nominated substitute for Councillor Humphrey Reynolds) and Alan Sursham

In Attendance: Neil Pitman (Head of Southern Internal Audit Partnership) (Southern Internal Audit Partnership (Internal Auditor)) (Items 11 - 14 only) and Natalie Jerams (Assistant Head of Partnership) (Southern Internal Audit Partnership (Internal Auditor)) (Items 11 - 14 only)

Absent: Councillor Humphrey Reynolds

Officers present: Gillian McTaggart (Head of Policy, Performance & Governance), Margaret Jones (Business Assurance Manager) and Tim Richardson (Committee Administrator)

11 QUESTION TIME

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

12 DECLARATIONS OF INTEREST

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

13 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 25 June 2019 were agreed as a true record and signed by the Chairman.

14 INTERNAL AUDIT PROGRESS REPORT

The Committee received a report summarising progress against the Audit Plan for 2019/20 and updating it on the number of outstanding management actions from the 2018/19 and earlier audit programmes.

The following matters were considered:

- a) **Internal Audit Progress Report.** The Committee was informed that this was the first Internal Audit Progress Report presented by the Council's new Internal Auditor, Surrey Internal Audit Partnership (SIAP); the report took a new style compared to reports of the previous auditor. Neil Pitman and Natalie Jerams were in attendance at the meeting as representatives of SIAP. The report noted the status of individual reports, progress made against the plan, summary of performance and any significant issues that would impact on the year-end opinion. The Committee noted that the report provided high level information on each audit, not the full management actions agreed from each audit. Section 4 of the report contained details of outstanding actions which had not been completed within the agreed timescale.

Members discussed whether full detail of management actions should be provided within the report in future. The Committee was informed that the Auditor's report provided general assurance with regard to matters considered during their investigations, and that it was intended that only actions which had not been completed within the agreed timescale would be detailed.

In response to a question from a Member, the Internal Auditor informed the Committee that if issues were identified during an audit which could no longer be remedied, these would be recorded appropriately.

- b) **Compliance with Public Sector Internal Audit Standards.** The Committee noted that SIAP had been found to 'generally conform' with the Public Sector Internal Audit Standards. Following a question from a Member, the Internal Auditor informed the Committee that this was the highest level attainable.
- c) **Accounts Receivable Debt Management Audit.** The Internal Auditor informed the Committee that they were confident that the management actions put in place would address the issues identified during the audit. The Committee was informed that the current outstanding balance was circa £900,000.
- d) **Internal Audit Plan.** The Committee was asked to note amendments to the Internal Audit Plan for 2019/20, as detailed in the Internal Auditor's report. This approach was in line with CIPFA guidance.

Following consideration, it was resolved:

That the Committee:

- (1) Received the first internal audit progress report for 2019/20;
- (2) Noted the progress made in implementing management actions rolled forward from 2018/19.

15 ANNUAL GOVERNANCE STATEMENT AND EXTERNAL AUDIT FINDINGS

The Committee received a report setting out progress on the actions contained in the Council's Annual Governance Statement and any in the Audit Findings issued by the External Auditor following the audit of the financial statements.

Following consideration, it was resolved:

- (1) That the Committee received the report on progress in implementing the Action Plan contained within the Annual Governance Statement.**

16 RISK MANAGEMENT FRAMEWORK ANNUAL REPORT

The Committee received a report enabling it to meet its responsibilities for monitoring the development of the Council's risk management arrangements.

Following consideration, it was resolved:

That the Committee:

- (1) Had considered the contents of the report and confirmed that it was satisfied with the arrangements in place for risk management;**
- (2) Had reviewed the Leadership Risk Register and not identified any risks which it wished to raise with the Leadership Team.**

17 CORPORATE PLAN: PERFORMANCE REPORT ONE 2019-20

The Committee received a report providing an update on progress made against the Key Priority Targets 2019/20 as at Quarter 2.

The following matters were considered:

- a) **Position as at end of September 2019.** The Committee noted that as at the end of Quarter 2 (September 2019), 15 targets had been achieved, 22 were Green, 13 were Amber and 1 was Red.

The report detailed that there was no data for 2 targets, due to issues relating to the validity of data for graffiti on Council owned land. The Committee was informed that there was the potential for multiple reports of the same graffiti instances, and that as a result it was not possible to accurately analyse the data.

- b) **Progress toward targets.** Following a question from a Member, the Committee was informed that progress toward achievement of targets was broadly similar to the same period in previous years. Officers anticipated that the number of targets at Amber or Red status would increase as the year progressed, as this had occurred in previous years.

- a) **Setting of target dates.** The Committee noted that all targets were set a date for completion. These dates were not amended in-year, providing a static benchmark for performance monitoring.

Following consideration, it was resolved:

That the Committee:

- (1) Noted the status of all 56 Key Priority Targets as at the end of Quarter 2;**
- (2) Considered the update on those targets assigned red and amber status.**

18 WORK PROGRAMME 2019/20

The Committee received a report updating it upon its work programme 2019/20.

The following matters were considered:

- a) **Complaints Annual Report.** The Committee was informed that this report had been removed from its work programme, as it would be presented to the Council's Leadership Team in future due to changes in structure and process. It was noted that ombudsman complaints regarding the Council would continue to be included in the Annual Governance Statement presented to the Committee and Ombudsman's Annual Letter to the Chairman.

Officers reminded the Committee that it could access and consider complaints information should it wish to when considering undertaking Scrutiny reviews.

Following consideration, it was resolved:

- (1) That the Committee noted the current position of its work programme 2019/20 attached at Annex 1.**

The meeting began at 7.30 pm and ended at 9.00 pm

COUNCILLOR STEVE BRIDGER (CHAIR)

INTERNAL AUDIT PROGRESS REPORT

Head of Service/Contact:	Gillian McTaggart, Head of Policy, Performance & Governance
Annexes/Appendices (attached):	Annex 1 – Internal Audit Progress Report
Other available papers (not attached):	Internal Audit Plan 2019 – 2020 / 2021 – 2022 Agenda and Minutes of the Audit, Crime & Disorder and Scrutiny Committee 16 April and 21 November 2019

Report summary

This report summarises progress against the Audit Plan 2019/20.

Recommendation (s)

That the Committee receives the latest internal audit progress report for 2019/20 attached at Annex 1.

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

- 1.1 The internal audit work programme is designed to review and evaluate the risk management, control and governance arrangements that the Council has in place to establish and monitor the achievement of the Council's objectives. It also identifies, assesses and manages the risks to achieving those objectives.

2 Background

- 2.1 This committee has overall responsibility for audit and governance frameworks, including the functions of an audit committee.
- 2.2 The committee receives regular internal audit progress reports which update the committee on progress made against the current audit plan and the outcomes of individual audits.

- 2.3 The Internal Audit Plan 2019 – 2020 / 2021 – 2022 was endorsed by this committee at its meeting on 16 April 2019. The first internal audit progress report of Southern Internal Audit Partnership (SIAP) for 2019/20, which reported progress made against the plan, was presented to this committee at its last meeting held on 21 November 2019.
- 2.4 Since last reported the following amendments have been made to the current plan.
- 2.4.1 Data Management – moved to 2020/21 at the request of the Head of Digital & Service Transformation. This has been replaced with IT Assurance mapping which will review the sources of assurance around IT.
- 2.4.2 Operational Services has been moved to 2020/21 to allow time for a new electronic routing system to be embedded. The audit of Cultural venues and facilities, previously moved to 2020/21, has been brought back into the current plan to be undertaken in 2019/20.

3 Internal Audit Plan 2019/20

- 3.1.1 A summary of progress made against the internal audit plan 2019/20 during quarters 1 – 3 (April to December 2019) is shown in the table below and in the SIAP internal audit progress report attached at **Annex 1**.

Assignment	Reported	Opinion	H	M	L
Asset Management (Property Assets)	6 February 2020	Adequate	5		2
Contract Management	21 November 2019	Limited	1	2	2
Human Resources & Organisational Development	In progress (Recruitment of permanent and agency staff)				
Procurement	6 February 2020	Limited	3	2	1
Fraud & Irregularities	21 November 2019	Adequate	0	2	2
Information Governance	In progress				

Assignment	Reported	Opinion		H	M	L
Accounts Receivable / Debt Management	21 November 2019	Limited		9	3	0
Main Accounting	In progress					
Capital Accounting	6 February 2020	Substantial		0	0	0
IT Assurance mapping	Due quarter 4					
Payment Card Industry Data Security Standard	In progress					
Cultural Venues & Facilities	Due quarter 4					
Air Quality Monitoring	21 November 2019	Limited		1	2	4
Local Plan	Due quarter 4					
Community & Wellbeing Centre	In progress					
Building Control	6 February 2020	Limited		1	1	4
Cultural Venues and Facilities	Due quarter 4					
Income Generation & Enterprise Plan	In progress					
EWDC Conservators Account	Complete					

3.1.2 To date progress has been made in accordance with the 2019/20 plan subject to a few approved adjustments. Eight audits have been finalised this year to date; four further audits have been completed since the last progress report was considered by this committee: Asset Management (Property Management); Commissioning & Procurement; Capital Accounting and Building Control.

3.1.3 Overall, progress in implementing the plan is good and it is anticipated that the plan will be delivered by the end of the year.

3.1.4 Capital Accounting received a substantial assurance, Asset Management (Property Management) received an adequate assurance, and both Procurement and Building Control received limited assurances. Further details on the Procurement and Building Control audits receiving limited assurance are set out at **Annex 1**.

3.1.5 The Committee is asked to note those outstanding recommendations categorised as high in section 4 of the Progress Report and detailed in the progress report's annexe. To date there is only one outstanding high priority recommendation which relates to Contract Management. Some work had been done to address this recommendation relating to the development of a guide on contracts. A new date has been agreed to deliver the finalised version and undertake some training.

4 Proposals

4.1 It is proposed that the Committee receives the second internal audit progress report for 2019/20.

5 Financial and Manpower Implications

5.1 There are no financial or staffing implications within this report.

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 None for the purposes of this report.

6.2 **Monitoring Officer's comments:** None arising from the contents of this report.

7 Sustainability Policy and Community Safety Implications

7.1 None for the purposes of this report.

8 Partnerships

8.1 The Council has entered into a partnership agreement with SIAP to provide internal audit services for a period of four years. SIAP is hosted by Hampshire County Council.

8.2 As a partner to SIAP we are a member of the key stakeholder board, which provides us with a say on the future direction of the partnership, business planning, performance reporting, resourcing and updates.

9 Risk Assessment

- 9.1 The internal audit services forms a statutory part of the Council's internal control.

10 Conclusion and Recommendations

- 10.1 The audit programme 2019/20 is progressing well against the agreed audit plan and there are no reports rated as "no assurance" by SIAP that would affect the Head of Internal Audit's Year End opinion.
- 10.2 The Committee is asked to receive the update on progress and update on the implementation of outstanding high priority recommendations.

Ward(s) Affected: (All Wards);

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Internal Audit Progress Report

January 2020

Epsom & Ewell Borough Council



Southern Internal Audit Partnership

Assurance through excellence
and innovation

Agenda Item 4
Annex 1

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1. Role of Internal Audit

The requirement for an internal audit function in local government is detailed within the Accounts and Audit (England) Regulations 2015, which states that a relevant body must:

‘Undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.’

The standards for ‘proper practices’ are laid down in the Public Sector Internal Audit Standards [the Standards – updated 2017].

The role of internal audit is best summarised through its definition within the Standards, as an:

‘Independent, objective assurance and consulting activity designed to add value and improve an organisations’ operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes’.

The Council is responsible for establishing and maintaining appropriate risk management processes, control systems, accounting records and governance arrangements. Internal audit plays a vital role in advising the Council that these arrangements are in place and operating effectively.

The Council’s response to internal audit activity should lead to the strengthening of the control environment and, therefore, contribute to the achievement of the organisations’ objectives.

2. Purpose of report

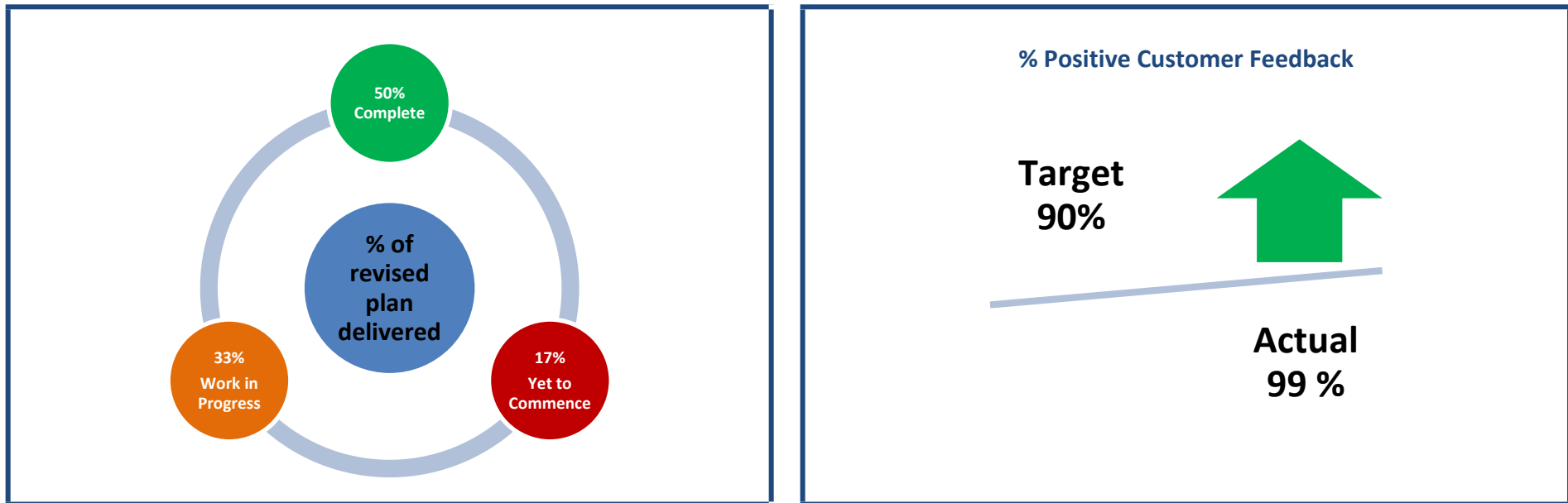
In accordance with proper internal audit practices (Public Sector Internal Audit Standards), and the Internal Audit Charter the Chief Internal Auditor is required to provide a written status report to ‘Senior Management’ and ‘the Board’, summarising:

- The status of ‘live’ internal audit reports;
- an update on progress against the annual audit plan;
- a summary of internal audit performance, planning and resourcing issues; and
- a summary of significant issues that impact on the Chief Internal Auditor’s annual opinion.

Internal audit reviews culminate in an opinion on the assurance that can be placed on the effectiveness of the framework of risk management, control and governance designed to support the achievement of management objectives of the service area under review. Assurance opinions are categorised as follows:

Substantial	A sound framework of internal control is in place and is operating effectively. No risks to the achievement of system objectives have been identified.
Adequate	Basically a sound framework of internal control with opportunities to improve controls and / or compliance with the control framework. No significant risks to the achievement of system objectives have been identified.
Limited	Significant weakness identified in the framework of internal control and / or compliance with the control framework which could place the achievement of system objectives at risk.
No	Fundamental weakness identified in the framework of internal control or the framework is ineffective or absent with significant risks to the achievement of system objectives.

3. Performance dashboard



Compliance with Public Sector Internal Audit Standards



An 'External Quality Assessment' of the Southern Internal Audit Partnership was undertaken by the Institute of Internal Auditors (IIA) in September 2015. The report concluded:

'It is our view that the Southern Internal Audit Partnership 'generally conforms' to all of the principles contained within the International Professional Practice Framework (IPPF); Public Sector Internal Audit Standards (PSIAS); and the Local Government Application Note (LAGN).

In accordance with PSIAS, a further self assessment was completed in April 2019 concluding that the Southern Internal Audit Partnership continues to comply with all aspects of the IPPF, PSIAS and LGAN.

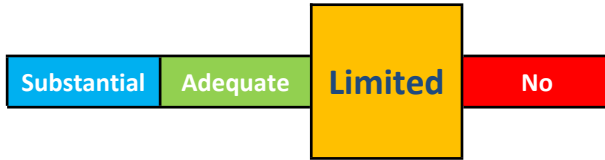
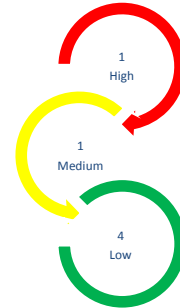
4. Analysis of 'Live' audit reviews

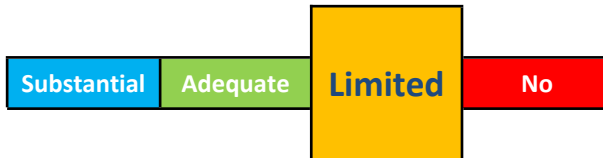
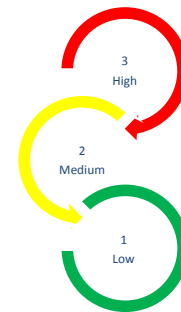
Audit Review	Report Date	Audit Sponsor	Assurance Opinion	Management Actions ('High Priority')*					
				Total Actions Reported	Not Yet Due	Complete	Overdue		
							Priority		
							L	M	H
Fraud and Irregularities	06/08/2019	HofPPG	Adequate	4 (0)	1 (0)	3 (0)	-	-	-
Contract Management	09/08/2019	HofPPG	Limited	5 (1)	0 (0)	3 (0)	1	-	1
Air Quality Monitoring	16/09/2019	HofH&C	Limited	7 (1)	3(0)	4 (1)	-	-	-
Accounts Receivable & Debt Management	15/10/2019	CFO	Limited	12 (9)	3(3)	9 (6)	-	-	-
Building Control	17/12/2019	HofP	Limited	6 (1)	6 (1)	0 (0)	-	-	-
Asset Management (Property Assets)	17/12/2019	HofP&R	Adequate	7 (5)	5 (3)	2 (2)	-	-	-
Procurement	19/12/2019	HofPPG	Limited	6 (3)	6 (3)	0 (0)	-	-	-

*The table set out at Annex 1 provides details of the overdue 'High Priority' management actions.

Audit Sponsor				
CFO	Chief Finance Officer		HofP	Head of Planning
HofD&ST	Head of Digital and Service Transformation		HofOS	Head of Operational Services
HofHR&OD	Head of HR and OD		HofP&R	Head of Property & Regeneration
HofPPG	Head of Policy, Performance & Governance		HofH&C	Head of Housing & Community
CLO	Chief Legal Officer			

Executive Summaries of reports published concluding a 'Limited' or 'No' assurance opinion

Building Control		
Head of Service Sponsor: Head of Planning Final Report Issued: 17th December 2019	Assurance opinion: 	Management Actions: 
Summary of key observations: <p>We were able to confirm that Building Control fees were appropriately documented, approved and published and that charges made were in accordance with the published fees.</p> <p>However, there was found to be no clear ownership or accountability of invoicing and debt collection responsibilities between the Building Control Team and Administrative Support, resulting in the risk of inaccuracy and inefficiencies through omission and / or duplication in process.</p> <p>Our review identified discrepancies between the building control system (Uniform) and the financial accounting system (Civica) in relation to fee income due and received. There is currently no income reconciliation undertaken between the two systems.</p> <p>A number of inaccuracies were also found within records held on Uniform increasing the risk of data quality / integrity and reliance that can be placed on management information attained from the system.</p>		

Procurement		
Head of Service Sponsor: Head of Policy, Performance & Governance Final Report Issued: 19th December 2019	Assurance opinion: 	Management Actions: 
Summary of key observations: <p>Contract Standing Orders, procurement rules and guidance are available to all staff and the Council are using the ‘Pro-Contract system’ enabling the progress of procurement projects to be reported to management, with assurance and clarity.</p> <p>Spend analysis undertaken during our review (over a 12-month period) identified potential areas where aggregated spend has exceeded procurement thresholds and for which no contracts are in place. The Council currently have no system or process in place to monitor or identify aggregated spend.</p> <p>Financial Stability Assessments are purported to be undertaken during the vetting process for prospective new suppliers, however, such records are not retained therefore no evidence is available in the event of future scrutiny or challenge of the suppliers appointment.</p> <p>Purchase orders had not been raised on a timely basis, in advance of receipt of the invoice, goods or services, for half of our testing sample. The prompt raising of purchase orders allows the budget holder to confirm that an order is appropriate and ensures the financial commitment is reflected in budget monitoring reports, and that appropriate checks are carried out in accordance with the order, before payment is made</p> <p>The Councils published Procurement Strategy document is out of date and in need of review.</p>		

5. Planning & Resourcing

The internal audit plan for 2019-20 was approved by the Council's Leadership Team and the Audit, Crime & Disorder and Scrutiny Committee in March 2019.

The audit plan remains fluid to provide a responsive service that reacts to the changing needs of the Council. Progress against the plan is detailed within section 7.

6. Rolling Work Programme

Audit Review	Audit Sponsor	Scoping	Audit Outline Issued	Fieldwork	Draft Report Issued	Final Report Issued	Assurance Opinion	Tracker (✓ on schedule ✗ Delay)	Comment
2019-20									
Corporate Cross Cutting									
Asset Management (Property Assets)	HofP&R	✓	✓	✓	✓	✓	Adequate	✓	Q2
Corporate Governance									
Contract Management	HofPPG	✓	✓	✓	✓	✓	Limited	✓	Q1
Human Resources & Organisational Development	HofHR&OD	✓	✓						Q4
Procurement	HofPPG	✓	✓	✓	✓	✓	Limited	✓	Q3
Fraud & Irregularities	HofPPG	✓	✓	✓	✓	✓	Adequate	✓	Q1

Audit Review	Audit Sponsor	Scoping	Audit Outline Issued	Fieldwork	Draft Report Issued	Final Report Issued	Assurance Opinion	Tracker (✓ on schedule ✗ Delay)	Comment
Information Governance	CLO	✓							Q4
Financial management									
Accounts Receivable / Debt Management	CFO	✓	✓	✓	✓	✓	Limited	✓	Q2
Main Accounting	CFO	✓	✓					✓	Fieldwork moved to Q4 at the request of the client.
Capital Accounting	CFO	✓	✓	✓	✓	✓	Substantial	✓	Q3
Information Technology									
IT Assurance Mapping	HofD&ST							✓	Q4
Payment Card Industry Data Security Standard	HofD&ST	✓							Q4
Corporate priorities									
Cultural Venues & Facilities	HofP&R								Q4
Air Quality Monitoring	HofH&C	✓	✓	✓	✓	✓	Limited	✓	Q1

Audit Review	Audit Sponsor	Scoping	Audit Outline Issued	Fieldwork	Draft Report Issued	Final Report Issued	Assurance Opinion	Tracker (✓ on schedule ✗ Delay)	Comment
Local Plan	HofP							✓	Client has requested that this is moved to Q4.
Building Control	HofP	✓	✓	✓	✓	✓	Limited	✓	Q2
Community & Wellbeing Centre	HofOS	✓	✓	✓				✓	Q3
Income Generation & Enterprise Plan	CFO	✓	✓						Q4
Grant/non-assurance work									
EWDC Conservators Account	CFO	✓	✓	✓	✓	✓	n/a	✓	Q1

7. Adjustment to the Internal Audit Plan

There have been the following amendments made to the plan:

Plan Variations for 2019/20	
Removed from the plan	Reason
Cultural Venues and Facilities	Moved back to 2020/21 to account for the review of the Community & Wellbeing Centre being brought forward to this year.
Alternative Delivery Models	Removed from the plan at the request of the Chief Finance Officer. The scope of this review would overlap with the 2019/20 review of Income Generation and Commercialisation.
Data Management	Moved back to 2020/21 at the request of the Head of Digital and Service Transformation.
Operational Services	Moved back to 2020/21 to allow time for the new electronic routing system for Refuse to be embedded.
Added to the plan	Reason
Community & Wellbeing Centre	Added to the plan at the request of the Head of Operational Services and Head of Policy, Performance & Governance.
Cultural Venues and Facilities	Added back into the 2019/20 plan to replace the review of Operational Services.
IT Assurance Mapping	Included in the 2019/20 plan to review the sources of assurance around IT for the Council.

Annexe 1

Overdue 'High Priority' Management Actions

Observation	Management Action	Implementation Date		Comments
		Original	Revised	
Contract Management				
<p>Council procedures require all procurement over £10k to be recorded on the Pro Contract portal which populates the Contracts Register.</p> <p>Our review found examples of spend with individual suppliers (exceeding the £10K threshold) that was not recorded on the contracts register.</p>	A guide for managers will be developed with the Legal Team to correctly signpost those officers involved in procurement/contract management on how to procure supplies and services and ensure instructions given to Legal for contracts.	30.11.19	31.03.20	<p>A document has been drafted, however training has not been held as the Contract Manager has been providing cover for the Procurement Officer. This post has only recently been filled.</p> <p>Update: 7th January 2020</p>

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CORPORATE PLAN: PERFORMANCE REPORT TWO 2019 - 2020

Head of Service/Contact:	Gillian McTaggart, Head of Policy, Performance & Governance
Annexes/Appendices (attached):	Annex 1 – Key Priority Targets Overview Annex 2 – Amber and red status targets
Other available papers (not attached):	Corporate Plan 2016 to 2020

Report summary

This report provides an update on progress made against the Key Priority Targets 2019/20.

Recommendation (s)

That the Committee:

- (1) Notes the status of all 56 Key Priority Targets**
- (2) Considers the update on those targets assigned red or amber status.**

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

- 1.1 The Council has a four year Corporate Plan 2016 to 2020.
- 1.2 The Corporate Plan sets out the Council's Vision – to make Epsom and Ewell an excellent place to live and work – and four key priorities:
 - 1.2.1 Keeping our borough clean and green
 - 1.2.2 Supporting our community
 - 1.2.3 Managing our resources
 - 1.2.4 Supporting business and our local economy

- 1.3 Underneath the four key priorities are 56 key priority targets. Progress made against each of these targets is captured across the year and reported to this committee.

2 Corporate Plan: Delivery against Key Priority Targets

- 2.1 This report presents the latest performance information for 2019/20.
- 2.2 The table below sets out the number and percentage of targets that have been assigned each RAG or other status. (Please note that the percentages do not add up to 100% due to rounding.)
- 2.3 An overview of the key priority targets and their individual RAG status has been included at **Annex 1**. The Committee will wish to note that we have refined the RAG definitions within the Key at the bottom of the page to provide greater clarity.
- 2.4 More detailed information on those targets assigned red or amber status is attached at **Annex 2**.

Status	Number	Percentage (%)
Achieved	20	38
Green	13	25
Amber	10	19
Red	10	19
No Data	0	0
Information only	3	-

- 2.5 Work has been undertaken to resolve the data quality issues concerning the two graffiti targets. Data relating to the target to remove 95% of graffiti on council owned land within 5 working days of being reported to Operational Services addresses quarter 3 only.

3 Proposals

- 3.1 The Committee is asked to note the current RAG status of all 56 of the key priority targets and to consider those targets assigned red or amber status.

4 Financial and Manpower Implications

- 4.1 There are no particular financial or staffing implications arising from this report.
- 4.2 **Chief Finance Officer's comments:** None for the purposes of this report.

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

- 5.1 There are no legal implications arising from this report.
- 5.2 **Monitoring Officer's comments:** None arising from the contents of this report.

6 Sustainability Policy, Community Safety Implications and Partnerships

- 6.1 None for the purposes of this report.

7 Risk Assessment

- 7.1 Regular monitoring of performance enables timely decisions to be made regarding the on-going management and achievement of targets.

8 Conclusion and Recommendations

- 8.1 This report provides a snapshot of progress made to date against the Council's key priority targets. To date 62% of the key priority targets have been achieved or assigned green status.

Ward(s) Affected: (All Wards);

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Key Priority Targets 2019/20 Overview – Phase 3

Keeping Our Borough Clean And Green	Supporting Our Community	Managing our Resources	Supporting Businesses And Our Local Economy
<ul style="list-style-type: none"> Produce a report on the options for electric charging points in car parks to Environment & Safe Communities by October 2019. (Ian Dyer; E&SC) Report on progress against the actions within the single use plastics policy by January 2020. (Amardip Healy; E&SC) Create the Seasonal Environmental Action Team (SEAT) and work programme by April 2019. (Ian Dyer; E&SC) <i>(Target achieved)</i> Maintain external accreditation to Alexandra Recreational Ground, Ewell Court Park and Rosebery Park and a South East in Bloom Award for Nonsuch Park by December 2019. (Ian Dyer; C&W) <i>(Target achieved)</i> Produce Operational Management Plans for Shadbolt Park and Gibraltar Recreation Ground by December 2019. (Ian Dyer; C&W) <i>(Target achieved)</i> Report on options for Stones Road Allotment by July 2019. (Mark Shephard; S&R) <i>(Target achieved)</i> 	<ul style="list-style-type: none"> Review the current CCTV provision and assess options and report to the Environment and Safe Communities Committee by October 2019. (Rod Brown; E&SC) Report the Homelessness & Rough Sleepers Strategy to the Community & Wellbeing Committee by October 2019. (Rod Brown; C&W) Review the provision of Daycare+ and report to the Community & Wellbeing Committee by 31 Oct 2019. (Ian Dyer; C&W) Create additional in-borough temporary accommodation by March 2020. (Rod Brown; C&W) Complete the Epsom Cemetery expansion works by 31 December 2019. (Rod Brown; C&W) Using evidence, identify and address community safety hot spots/ themes within the Borough as outlined in the Community Safety Plan by December 2019. (Rod Brown; E&SC) <i>(Target achieved)</i> Develop a Corporate Health & Wellbeing Strategy and report to Community & Wellbeing Committee by October 2019. (Rod Brown; C&W) <i>(Target achieved)</i> Report to S&R on a permanent scheme for the allocation of CIL 15% (Community Infrastructure Levy) by April 2019. (Gillian McTaggart; S&R) <i>(Target achieved)</i> Publish the draft Vision for consultation by September 2019. (Damian Roberts; S&R) <i>(Target achieved)</i> 	<ul style="list-style-type: none"> Procure and install the new IT system for Operational Services to enable the replacement of the CRM system by Sept 2019. (Judith Doney; S&R) Produce a 10 year Asset Management Plan by July 2019. (Mark Shephard; S&R) Report and approve the new suite of Human Resource policies to S&R Committee by Sept 2019. (Shona Mason; S&R) Income Generation Plan <ul style="list-style-type: none"> Deliver the agreed targets contained within year 2 of the (as agreed at S&R Committee on 17 April 2018) Review progress against year 1 of the plan and report to S&R Committee by February 2020. (Lee Duffy; S&R) Report to Strategy & Resources Committee an update on current and future commitments on the Residential Acquisition Fund by January 2020. (Rod Brown; S&R) Refurbish the toilet facilities at Bourne Hall by February 2020. (Mark Shephard; S&R) Upgrade the pay and display machines as agreed through the capital programme by October 2019. (Ian Dyer; E&SC) <i>(Target achieved)</i> Complete the extension of Hope Lodge Car Park by July 2019. (Ian Dyer; E&SC) <i>(Target achieved)</i> Develop the programme for the new Corporate Plan 2021 – 2025 by July 2019. (Gillian McTaggart; S&R) <i>(Target achieved)</i> Review the options for digital democracy for consideration by Members by July 2019. (Amardip Healy; S&R) <i>(Target achieved)</i> Launch the new Members' Induction and training programme by May 2019. (Amardip Healy; S&R) <i>(Target achieved)</i> Implement the Bring Your Own Device and mobile technology policy by December 2019. (Judith Doney; S&R) <i>(Target achieved)</i> Implement the new Corporate Apprenticeship Scheme by July 2019. (Shona Mason; S&R) <i>(Target achieved)</i> 	<ul style="list-style-type: none"> Undertake a second consultation on next stage of Local Plan by September 2019. (Ruth Ormella; L&PP) Report to S&R on options on the future development of South Street premises for both residential and commercial units by July 2019 (Mark Shephard; S&R) Prepare and produce the Masterplan for Epsom and Ewell by August 2019. (Ruth Ormella; L&PP) Introduce a new business newsletter to improve communications with local businesses by June 2019. (Shona Mason; S&R) <i>(Target achieved)</i> Support a Business Expo in September 2019. (Julia Owen; S&R) <i>(Target achieved)</i> Hold three business breakfasts and a dinner by March 2020. (Julia Owen; S&R) Host a networking event for local businesses by March 2020. (Julia Owen; S&R) <i>(Target achieved)</i>
<div>Page 33</div> <p>Hold at least 6 Community Clean up events by November 2019. (Ian Dyer; C&W) <i>(Target achieved)</i></p> <p>Statistics</p> <ul style="list-style-type: none"> Graffiti – remove 95% of graffiti on council owned land within 5 working days of being reported to Operational Services. (Ian Dyer; E&SC) (Q3 81% removed within five working days) Fly tipping – remove 95% of all fly tips on council owned land within 5 working days of being reported to Operational Services. (Ian Dyer; E&SC) (Q3 98%; Dec YTD 93%) Graffiti – remove offensive graffiti within two working days of being reported to Operational Services. (Ian Dyer; E&SC) (Q3 86%; Dec YTD 95%) Recycle 54% domestic waste by 31 March 2020. (Ian Dyer; E&SC) (November 54.78%; November YTD 55.80%) Over the year at least 99% of bins to be collected on average each week by 31 March 2020. (Ian Dyer; E&SC) (December 99.9%; Dec YTD 99.9) 	<p>Statistics</p> <ul style="list-style-type: none"> Less than 40 households living in emergency nightly paid temporary accommodation per month. (Rod Brown; C&W) (December 63; Q3 monthly average 60) At least 30 households supported through the rent deposit scheme by 31 March 2020. (Rod Brown; C&W) (As at December: 21) At least 8 households accommodated through the private sector leasing scheme by 31 March 2020. (Rod Brown; C&W) <i>(Target achieved; as at December 10)</i> 	<p>Statistics</p> <ul style="list-style-type: none"> At least 99.0% of Business Rates to be collected. (Judith Doney; S&R) (December Profile target 85.5%; Actual 84.8%; variance 0.7%) At least 98.4% of Council Tax collected. (Judith Doney; S&R) (December Profile target 90%; Actual 89.8%; variance 0.2%) Process new Housing Benefit claims within an average time of 28 days. (Judith Doney; S&R) (December 9.92 days) Process Housing Benefit change of circumstances within an average time of 11 days. (Judith Doney; S&R) (December 3.06 days) 	<p>Statistics</p> <ul style="list-style-type: none"> Number of major planning applications (MHCLG) received* (Ruth Ormella; L&PC) (Q3: 6; December YTD: 20) Number of non-major planning applications (MHCLG) received* (Ruth Ormella; L&PC) (Q3: 215; December YTD: 654) At least 60% of major planning applications decided in time. (Ruth Ormella; L&PPC) (Q3: 100%; YTD 100%) At least 70% of non-major planning applications decided in time (Ruth Ormella; L&PPC) (Q3: 84.07%; YTD: 91.04%) No more than ten per cent of major planning applications allowed at appeal (using the two-year rolling assessment period defined by the government). (Ruth Ormella; L&PC) (Q3: 0.00%) The number of officer recommendations overturned by the Planning Committee* (Ruth Ormella; L&PC) (Q3: Majors 0, Non-majors 1) 93% of all food businesses rated as 3-5 within the food hygiene ratings by 31 March 2020. (Rod Brown; E&SC) (Q3:94%) <p>(*Note: Reporting information only indicator)</p>


Key: Achieved or on target; off target not a major concern or significant slippage; off target and a major concern and/or significant slippage; No data (*italics*); Information only indicator (* asterisk)

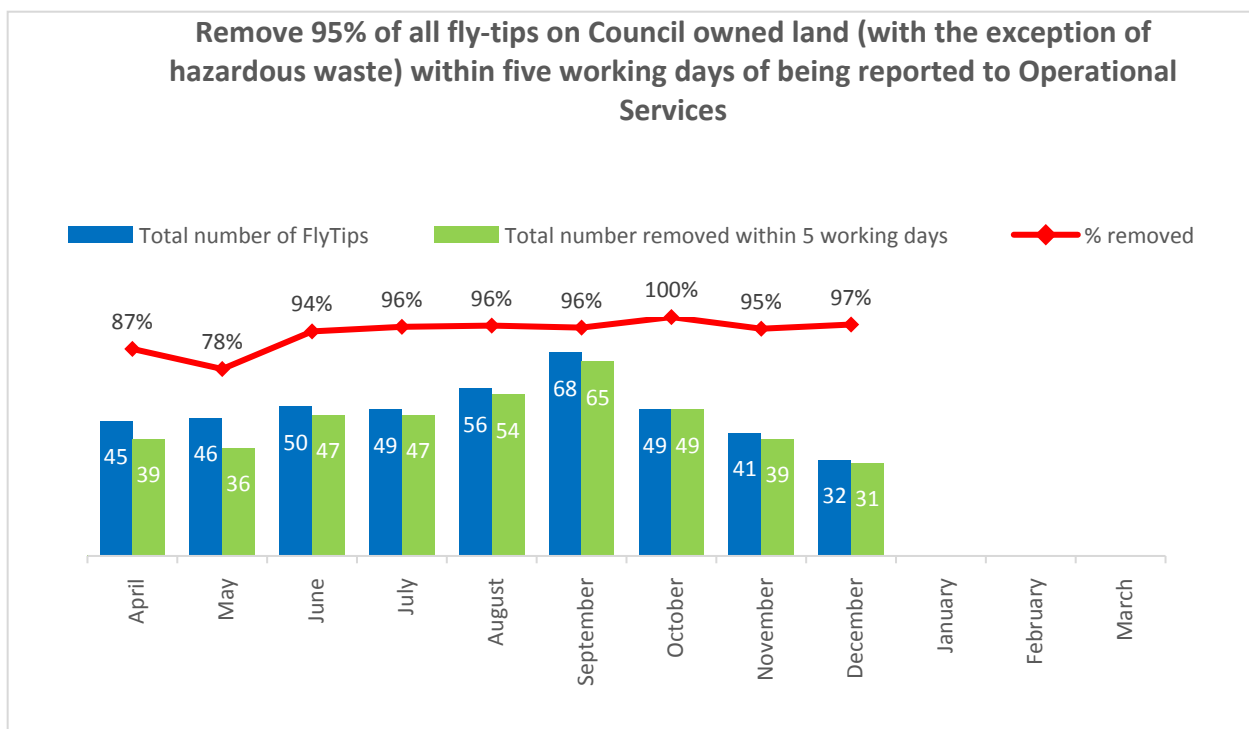
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Key Priority Targets 2019-2020 – Amber and Red Status Targets


Keeping our borough clean and green – Key priority				
Key priority performance target for 2019/20	Responsible officer	Achieved by:	Latest progress:	Status:
Produce a report on the options for electric charging points in car parks to Environment & Safe Communities	Ian Dyer Head of Operational Services (E&SC)	October 2019	April to June: Parking Manager to attend UK Power Networks (UKPN) Electric vehicle stakeholder workshop on 17 July. Report due to Committee in October.	 A
			July to Sept: UKPN workshop cancelled. Meetings have taken place with some charge point providers. Committee report deferred to January 2020 in Forward Planning.	
			Oct to Dec: Report to be submitted to Environment & Safe Communities Committee in January 2020.	
			Jan to March:	
Report on progress against the actions within the single use plastics policy	Amardip Healy Chief Legal Officer (E&SC)	January 2020	April to June: Report due January 2020.	 A
			July to Sept: Report in approved Forward Plan of the Environment & Safe Communities Committee for January 2020.	
			Oct to Dec: Report delayed until March 2020.	
			Jan to March:	




Keeping our borough clean and green – Key priority


Key priority performance target for 2019/20	Responsible officer	Achieved by:	Latest progress:	Status:
Fly tipping – remove 95% of all fly tips on council owned land within 5 working days of being reported to Operational Services	Ian Dyer Head of Operational Services (E&SC)	March 2020	April to June: In June 94% fly-tips on council owned removed within five working days. Q1 – 87% removed within five working days.	
			July to Sept: In September 96% fly-tips on council owned removed within five working days. Q2 – 96% removed within five working days.	
			Oct to Dec: In December 97% fly-tips on council owned land were removed within five working days. Q3 – 98% removed within five working days. The year to date percentage sits at 93%.	
			Jan to March:	



Keeping our borough clean and green – Key priority				
Key priority performance target for 2019/20	Responsible officer	Achieved by:	Latest progress:	Status:
Graffiti: <ul style="list-style-type: none"> Remove 95% of graffiti on council owned land within five working days of being reported to Operational Services 	Ian Dyer Head of Operational Services (E&SC)	March 2020	April to June: No data, work to improve data quality on-going.	
			July to Sept: No data, work to improve data quality on-going.	
			Oct to Dec: 52 cases of graffiti in quarter 3 with 81% removed within five working days.	
			Jan to March:	
Graffiti: <ul style="list-style-type: none"> Remove offensive graffiti within two working days of being reported to Operational Services 	Ian Dyer Head of Operational Services (E&SC)	March 2020	April to June: No data, work to improve data quality on-going.	
			July to Sept: No data, work to improve data quality on-going.	
			Oct to Dec: 95% of offensive graffiti cases have been removed year to date as at end of December.	
			Jan to March:	

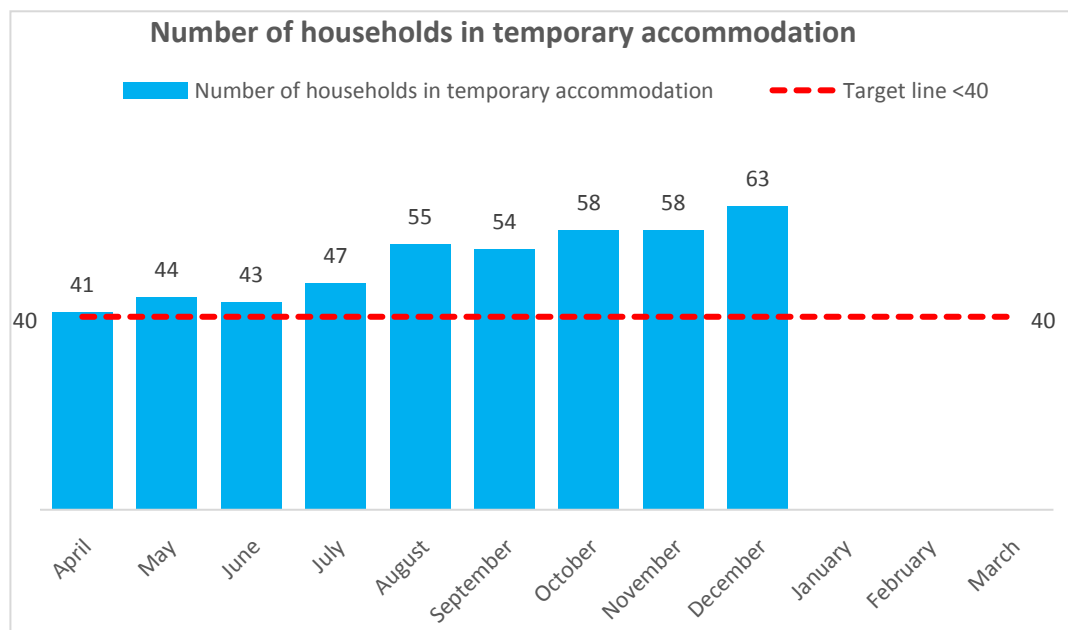
Supporting our community – Key priority				
Key priority performance target for 2019/20	Responsible officer	Achieved by:	Latest progress:	Status:
Review the current CCTV provision and assess options and report to the Environment and Safe Communities Committee	Rod Brown Head of Housing & Community (E&SC)	October 2019	April to June: Meeting between Local Authorities on the East Surrey Community Safety Partnership and the police	
			July to Sept: Letter written to police requesting clarification of details. Delays in obtaining confirmation from Surrey Police. Report due to go to committee January 2020.	
			Oct to Dec: A report is awaiting outcome of negotiation with Surrey Police.	
			Jan to March:	

Supporting our community – Key priority				
Key priority performance target for 2019/20	Responsible officer	Achieved by:	Latest progress:	Status:
Create additional in-borough temporary accommodation	Rod Brown Head of Housing & Community (C&W)	March 2020	April to June: Sanctuary Housing Association submitted planning application to adapt part of Defoe Court to provide up to 24 units of in-borough temporary accommodation. New unit of Temporary Accommodation occupied following purchase through Residential Property Acquisition Fund.	
			July to Sept: Planning permission awaited.	
			Oct to Dec: Alterations underway, expected completion April 2020.	
			Jan to March:	
Report the Homelessness & Rough Sleepers Strategy to the Community & Wellbeing Committee	Rod Brown Head of Housing & Community (C&W)	October 2019	April to June: Essential preparatory work, including data collection, undertaken to enable review to proceed.	
			July to Sept: Rise in service demand has delayed preparation of strategy. Now expected to go to Community & Wellbeing Committee in Jan 2020.	
			Oct to Dec: Report delayed due to service demands.	
			Jan to March:	
Complete the Epsom Cemetery expansion works	Rod Brown Head of Housing & Community (C&W)	December 2019	April to June: Tender returns received 25 March 2019 and were up to £330k in excess of approved £650k budget. Works contract carefully reviewed to reduce cost where possible. Report to July S&R requesting additional £150k to enable the works to proceed.	
			July to Sept: Committee agreed additional spend and contract agreed.	
			Oct to Dec: Works ongoing. Anticipated that this target will be completed by year end.	
			Jan to March:	

Supporting our community – Key priority				
Key priority performance target for 2019/20	Responsible officer	Achieved by:	Latest progress:	Status:
Review the provision of Daycare+ and report to the Community & Wellbeing Committee	Ian Dyer Head of Operational Services (C&W)	October 2019	April to June: To date we have 16 clients attending the Daycare+. The attendance of each client varies from one half day session to attending 5 full days' sessions. With the current clients we are on target for an income of £60,000. We are reviewing our marketing strategy to incorporate the benefits of the service.	
			July to Sept: Report planned for committee January 2020.	
			Oct to Dec: The provision of Daycare+ has been reviewed, but not reported to Committee. The service is anticipated to come in against budget. On-going marketing is planned for Q4.	
			Jan to March:	


Supporting our community – Key priority

Key priority performance target for 2019/20	Responsible officer	Achieved by:	Latest progress:	Status:
Less than 40 households living in emergency nightly paid temporary accommodation per month	Rod Brown Head of Housing & Community (C&W)	March 2020	<p>April to June: In June 43 households accommodated in emergency nightly paid temporary accommodation. Monthly average 43 households in emergency nightly paid temporary accommodation.</p> <p>July to Sept: In September 54 households accommodated in emergency nightly paid temporary accommodation. Quarter 2 average is 52 households.</p> <p>Oct to Dec: In December 63 households accommodated in emergency nightly paid temporary accommodation. Q3 average is 60 households.</p> <p>Jan to March:</p>	







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Supporting our community – Key priority



Key priority performance target for 2019/20	Responsible officer	Achieved by:	Latest progress:	Status:
At least 30 households supported through the rent deposit scheme	Rod Brown Head of Housing & Community (C&W)	March 2020	April to June: Current number of private rented properties secured through the Rent Deposit Scheme is 4. Access to the scheme is dependent on private landlord's willingness to rent to our clients and this has been slow in the first quarter of 2019/20.	
			July to Sept: Current number of private rented properties secured through the Rent Deposit Scheme is 12.	
			Oct to Dec: Current number of private rented properties secured through the Rent Deposit Scheme is 21.	
			Jan to March:	


Managing our resources – Key priority

Key priority performance target for 2019/20	Responsible officer	Achieved by:	Latest progress:	Status:
Income Generation Plan: <ul style="list-style-type: none"> Deliver the agreed targets contained within year 2 of the (as agreed at S&R Committee on 17 April 2018) Review progress against year 1 of the plan and report to S&R Committee 	Lee Duffy Head of Financial Services (S&R)	March 2020	April to June: Income Generation and Enterprise Board set up and meeting regularly to progress new and existing income streams.	
		February 2020	July to Sept: Income Generation Board meeting and progressing initiatives.	
			Oct to Dec: The Income Generation and Enterprise Board is progressing delivery of the targets for Year 2 as agreed by S&R Committee. A report to S&R is delayed due to the development of the Medium Term Financial Strategy, but officers expect to take a report in March 2020.	
			Jan to March:	
Report and approve the new suite of Human Resource policies to S&R Committee	Shona Mason Head of HR & Organisational Development	September 2019	April to June: A new People Framework approach has been developed with key policies and procedure in phase 1 now complete and ready for consultation with staff. Phase 1 includes Absence Management, Grievance, Capability Management, Disciplinary, Performance Management, Induction and Settling In.	
			July to Sept: Phase 1 consultation has now been completed with feedback received. Phase 1 review from feedback is being undertaken. Phase 2 has now been drafted and is out for consultation until mid-	

Managing our resources – Key priority				
Key priority performance target for 2019/20	Responsible officer	Achieved by:	Latest progress:	Status:
	(S&R)		<p>November. Phase 2 includes:</p> <ul style="list-style-type: none"> • Recruitment • Management of Change • Dignity at Work • Annual Leave • Special Leave • Work and Families – Maternity, Paternity, Adoption, Parental Leave, Shared Parental Leave • Flexible Working • Home Working <p>Oct to Dec: New draft People Framework reported to HR Panel on 17 December 2019. Due to be reported to S&R Committee for approval on 30 January 2020.</p> <p>Jan to March:</p>	
Procure and install the new IT system for Operational Services to enable the replacement of the CRM system	Judith Doney Head of Digital & Service Transformation (S&R)	September 2019	April to June: A supplier has been chosen and the contract is being checked with legal prior to signing.	
			July to Sept: Contract has been signed and workshops have begun to build the new operational services system.	
			Oct to Dec: A number of workshops have been held and work is on-going to implement the system. Phased go live from March 2020.	
			Jan to March:	
Produce a 10 year Asset Management Plan	Mark Shephard Head of Property & Regeneration (S&R)	July 2019	April to June: Report agreed to be taken to November S&R.	
			July to Sept: Report to Strategy & Resources Committee November 2019.	
			Oct to Dec: Report to March S&R.	
			Jan to March:	

Managing our resources – Key priority				
Key priority performance target for 2019/20	Responsible officer	Achieved by:	Latest progress:	Status:
Report to Strategy & Resources Committee an update on current and future commitments on the Residential Acquisition Fund	Rod Brown Head of Housing & Community (S&R)	January 2020	April to June: Remaining funds required for future opportunities to acquire additional properties.	
			July to Sept: The search for suitable and affordable residential property continues, although the market is subdued. The fund is also intended to contribute £105,000 towards the conversion of part of Defoe Court in East Street, to create further in-borough temporary accommodation.	
			Oct to Dec: Unsuccessful attempts to find additional property. Report to members anticipated March.	
			Jan to March:	

Supporting businesses and our local economy – Key priority				
Key priority performance target for 2019/20	Responsible officer	Achieved by:	Latest progress:	Status:
Undertake a second consultation on next stage of Local Plan	Ruth Ormella Head of Planning (L&PP)	September 2019	April to June: Key evidence has been commissioned which forms the basis for the consultation materials for the Reg 18 consultation. Draft documents are being prepared for reporting to LPPC in October. Member working with the Chair of LPPC has commenced, so as to assist the process through to Members agreement of the second consultation documentation, and what we are going out to the Community to seek opinion and comments.	
			July to Sept: Consultation documents draft is progressing with work on the housing numbers and potential sites progressing. First draft of the Strategic Housing Market Assessment 2 has been received and is being digested, Strategic Viability and CIL review has commenced with Stakeholder engagement scheduled, inception meetings for various contacts have been undertaken including the retail study and health review of centres, playing pitch strategy, habitat regulations assessment.	
			Oct to Dec: The Reg 18 consultation is on course to commence in May.	
			Jan to March:	
Prepare and produce the Masterplan for Epsom and Ewell	Ruth Ormella Head of Planning (L&PP)	August 2019	April to June: Leadership Team engagement led to a review of the approach to use visualisations, being future impressions of key sites in the Borough. This work progressed with the agreement of the table of contents for the final masterplan and timelines around engagement.	
			July to Sept: On target for completion of draft Masterplan for LPPC review at the September 2019 meeting. This will be key evidence for the Reg 18 consultation.	
			Oct to Dec: Draft Masterplan achieved and final approval will be in line with new timetable for Local Plan.	
			Jan to March:	

Supporting businesses and our local economy – Key priority				
Key priority performance target for 2019/20	Responsible officer	Achieved by:	Latest progress:	Status:
Report to S&R on options on the future development of South Street premises for both residential and commercial units	Mark Shephard Head of Property & Regeneration (S&R)	July 2019	April to June: Report being taken to September Committee to allow sufficient time to assess all options.	
			July to Sept: Report now to Strategy & Resources Committee November 2019.	
			Oct to Dec: A report will go to S&R in March to allow for the conclusion of discussions with interested parties.	
			Jan to March:	

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WORK PROGRAMME 2019/20

Head of Service/Contact:	Gillian McTaggart, Head of Policy, Performance & Governance
Annexes/Appendices (attached):	Annex 1 – Work Programme 2019/20
Other available papers (not attached):	Agendas and Minutes of 16 April, 25 June and 21 November 2019 Audit, Crime & Disorder and Scrutiny Committee

Report summary

This report updates the Committee on its work programme 2019/20.

Recommendation (s)

That the Committee notes the current position of the work programme 2019/20 attached at Annex 1.

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 specific investigation.

2 Background

- 2.1 Paragraph 1 of the Overview and Scrutiny Procedure Rules requires the Committee to approve an annual overview and scrutiny work programme including the programme of any sub-committees or panels.
- 2.2 The Committee agreed its work programme 2019/20 at its meeting in June 2019. **Annex 1** shows the current position of the work programme.
- 2.3 No changes have been made to the work programme since the last meeting of the Committee.

3 Proposals

- 3.1 That the Committee notes the current position of its 2019/20 work programme attached at **Annex 1**.

4 Financial and Manpower Implications

- 4.1 The Committee's work programme can have workload implications for both its members and officers. In depth scrutiny reviews undertaken by task groups require more intensive input for specific periods.
- 4.2 **Chief Finance Officer's comments:** None for the purposes of this report.

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

- 5.1 The work programme has been designed to meet the Committee's responsibilities set out in legislation and its Terms of Reference.
- 5.2 **Monitoring Officer's comments:** None arising from the contents of this report.

6 Sustainability Policy and Community Safety Implications

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

7 Partnerships

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

8 Risk Assessment

- 8.1 Maintenance of an annual work programme helps to ensure the Committee meets its responsibilities both statutory and local. It enables the Committee to manage its workload across the year, identifying priorities and rescheduling work according to risk/need.

9 Conclusion and Recommendations

- 9.1 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 2019/20 in June 2019.

Ward(s) Affected: (All Wards);

**Audit, Crime & Disorder and Scrutiny Committee
Work Programme 2019/20**

MEETING DATE	ITEMS FOR CONSIDERATION BY FULL COMMITTEE
<i>6 Feb 2020</i>	<ul style="list-style-type: none">• Internal Audit Monitoring Report 2019/20• Corporate Plan: Performance Report Two 2019 to 2020• Work Programme 2019/20
<i>21 April 2020</i>	<ul style="list-style-type: none">• Internal Audit Monitoring Report 2019/20• Internal Audit Plan 2020/21 and Internal Audit Charter 2020/21• Update on Compliance with the Surveillance Camera Code of Practice• Annual Report 2019/20

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