

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):	Agenda and Minutes of 16 April 2019 Audit, Crime & Disorder and Scrutiny Committee meeting

Report summary

This report asks the Committee to agree its work programme for 2019/20.

Recommendation (s)

- (1) That the Committee approves 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 individual scrutiny 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.

3 Work Programme 2019/20

- 3.1 A draft work programme for 2019/20 was prepared at the end of 2018/19 and presented at the April 2019 Committee meeting. This work programme has since been amended slightly (movement of the report on complaints from June to November 2019) and is now attached at **Annex 1** for consideration and approval by this Committee.

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- 3.2 The work programme has been designed to ensure that the Committee meets its responsibilities relating to audit, risk management and scrutiny. It identifies those items for consideration by the Committee at its four formal meetings held across the year. No items for review by a subcommittee or panel have been identified at this time.
- 3.3 Regular internal audit monitoring reports which highlight progress made against the internal audit plan are scheduled for each of the four Committee meetings. The Internal Audit Assurance Report 2018/19 and the Annual Governance Statement (AGS) 2018/19, key governance documents, are included elsewhere on this Agenda. Progress made against actions contained in the AGS and the annual audit findings of the external auditor 2018/19 are scheduled for the November 2019 meeting.
- 3.4 Regular performance management reports have also been scheduled across the work programme. These reports highlight progress made against the Key Priority Targets of the Corporate Plan for 2019/20.
- 3.5 A number of annual reports are included in the work programme covering the following areas:
 - 3.5.1 Use of delegated powers at the Council within the last 12 months
 - 3.5.2 Matters relating to the Regulation of Investigatory Powers Act 2000
 - 3.5.3 Community Safety Partnership – End of Year Report
 - 3.5.4 Council Complaints
 - 3.5.5 Risk Management Framework
 - 3.5.6 Annual Report of the Audit, Crime & Disorder and Scrutiny Committee.
- 3.6 The last report, scheduled for April 2020, updates the Committee on Compliance with the Surveillance Camera Code of Practice. It follows up on a report taken to this Committee back in April 2019.

4 Proposals

- 4.1 It is proposed that the Committee approves its work programme for 2019/20 attached at **Annex 1**.

5 Financial and Manpower Implications

- 5.1 The Committee will wish to consider workload implications when considering its work programme, particularly if it wishes to add any new items for scrutiny by a sub-committee or panel. In-depth scrutiny reviews require more intensive input for members as well as officers.

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5.2 **Chief Finance Officer's comments:** none arising from the contents of the report.

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

6.1 The Committee's draft work programme 2019/20 has been designed to meet the Committee's responsibilities as set out in legislation and its own Terms of Reference.

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

7 Sustainability Policy and Community Safety Implications

7.1 As Crime & Disorder Committee, this Committee has a responsibility under the Police and Justice Act 2006 to review the work of the local Community Safety Partnership. A report on the 2018/19 work of the East Surrey Community Safety Partnership has been included elsewhere on this Agenda.

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. It may require relevant partner authorities (excluding local health bodies) to have regard to any report or recommendations made.

9 Risk Assessment

9.1 Agreeing items for scrutiny and review at the beginning of the year will assist the Committee in managing its workload and rescheduling work across the year according to need and/or risk.

10 Conclusion and Recommendations

10.1 The Audit, Crime & Disorder and Scrutiny Committee is responsible for setting its own work programme. With a new year now begun, a new work programme has been developed encompassing all areas of responsibility. This programme does however remain fluid across the year thereby enabling the Committee to respond to any new areas of scrutiny or review.

10.2 It is recommended that the Committee approves its work programme 2019/20 attached at **Annex 1**.

Ward(s) Affected: (All Wards);