

Annual Report of the Audit, Crime & Disorder and Scrutiny Committee 2019/20

1. Introduction

- 1.1 This Annual Report provides Council with an overview of the work of the Audit, Crime & Disorder and Scrutiny Committee undertaken during 2019/20.
- 1.2 Over the course of the year, the work of the Committee was undertaken by its ten members. Attendance at the three formal meetings of the committee held across the year is set out in the table below.

Member	Actual Attendance at Meetings	Nominated Substitute
Councillor Steve Bridger (Chairman)	3	
Councillor Alex Coley (Vice Chairman)	3	
Councillor Nigel Collin	3	
Councillor Liz Frost	3	
Councillor Rob Geleit	3	
Councillor David Gulland	2	1
Councillor Steven McCormick	2	1
Councillor Phil Neale	2	
Councillor Humphrey Reynolds	2	1
Councillor Alan Sursham	3	

- 1.3 In June 2019 the Committee considered and agreed its work programme for 2019/20. The work programme was designed to ensure that the Committee met its statutory and local responsibilities and provided the Council with added value and assurance.
- 1.4 The April 2020 meeting of the Committee was cancelled due to the COVID-19 emergency and lock down. This has meant that those items included in the work programme for April 2020 have been delayed, but they have since been rescheduled into the Committee's work programme 2020/21.

Effectively Holding Decision Makers to Account

- 1.5 To support effective, transparent and accountable decision making at the Council, the Committee has the power to review policy committee decisions made but not yet implemented through the call-in procedure and to receive an annual report on the use of delegated powers. Although the Committee did not receive any requests to use its call-in power during 2019/20, the Committee considered a report on the use of delegated powers which were

recorded using the delegated authority process from 24 May 2018 to 21 May 2019. The Committee did not raise any concerns regarding these decisions.

- 1.6 The Committee reviewed the work of the local Community Safety Partnership (CSP) undertaken in 2018/19. The Committee was informed that the Borough was covered by the East Surrey CSP, which also comprised Reigate and Banstead Borough Council and Mole Valley and Tandridge District Councils. Meetings were held quarterly with statutory and non-statutory partners invited. For the year 2018-19 the partnership was chaired by the Chief Executive of Tandridge District Council. The local Borough Inspector (Surrey Police being a key statutory partner) attended the June 2019 Committee meeting. He updated the Committee on work undertaken by Surrey Police within the borough across the year.
- 1.7 The Committee monitored progress made against the Council's Key Priority Targets 2019/20 and raised any concerns it had with officers. The Committee examined in particular those targets assigned amber or red status, that is, those identified as slightly off target - not a major concern or significant slippage, and those identified as off target and a major concern and/or significant slippage.

Contributing to more Effective Policies and Improving the Quality of Life for Local People

- 1.8 The Committee received an annual report on matters relating to the Regulation of Investigatory Powers Act 2000 (RIPA). The Act and the Codes of Practice issued under section 71 regulate the way in which the Council conducts surveillance for the purposes of law enforcement. The Committee was informed of use by the Council of its RIPA powers during 2018/19 and provided with the Council's latest version of its Policy & Guidance on Lawful Surveillance for approval.
- 1.9 The Office of the Surveillance Commissioner inspected the Council's RIPA procedures and activity in 2017. A set of recommendations were made and subsequently incorporated into an amended lawful surveillance policy agreed by the Strategy & Resources Committee in April 2018. In 2019, no changes to the policy were felt necessary following a review of the law and good practice. The Audit, Crime & Disorder and Scrutiny Committee approved the Council's Policy & Guidance on Lawful Surveillance for 2019/20. It noted that no applications had been made by the Council under RIPA during 2018/19.

Improving Services and Adding Value

- 1.10 At the beginning of the year the Committee received the Annual Internal Audit Report 2018/19 from internal auditors RSM. This report included the Head of Internal Audit's opinion. No reports were issued with a 'no assurance' level during 2018/19, but two reports, Health & Safety and Project Management – Ebbisham Exit, were issued with partial assurance. A follow up of actions agreed to address internal audit findings of 2017/18 showed that the Council had made good progress in implementing the agreed actions. The Head of

Internal Audit's overall opinion recorded that the Council had an adequate and effective framework for risk management, governance and internal control. To ensure it remained adequate and effective, enhancements to the framework were identified.

- 1.11 At the same meeting the Committee confirmed the adequacy of the arrangements made for preparing the Council's Annual Governance Statement. The Committee considered and endorsed the 2018/19 Annual Governance Statement prior to it being certified by the Chief Executive and Chairman of Strategy & Resources Committee.
- 1.12 The Audit, Crime & Disorder and Scrutiny Committee received two internal audit progress reports from the new internal auditors, Southern Internal Audit Partnership (SIAP), appointed from 1 April 2019 for four years. These reports updated the Committee on work against the Internal Audit Plan 2019/20. SIAP attended these Committee meetings to present their findings and answer members' questions. Progress on the implementation of outstanding high and medium internal audit recommendations made by RSM prior to 1 April 2019 was reported to the Committee midway through the year.
- 1.13 Finally, the Committee received a report which enabled it to meet its responsibilities for monitoring the development of the Council's risk arrangements. The Committee confirmed that it was satisfied with the arrangements in place for risk management and following review of the Leadership Risk Register, the Committee did not identify any risks which it wished to raise with the Leadership Team.

Conclusion

- 1.14 The Audit, Crime & Disorder and Scrutiny Committee wishes to record its thanks to all those who contributed to the work of the Committee over the year.