

WORK PROGRAMME 2021/22

Head of Service:	Gillian McTaggart, Head of Policy, Performance & Governance
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
Appendices (attached):	Appendix 1: Work Programme 2021/22

Summary

This report presents the Committee with a work programme for 2021/22.

Recommendation (s)

The Committee is asked to:

- (1) approve the work programme 2021/22 attached at Appendix 1.**

1 Reason for Recommendation

- 1.1 Paragraph 1.2(d) of the Overview and Scrutiny Procedure Rules states that the Committee is responsible for approving an annual Overview and Scrutiny Work Programme, including the programme of any sub-committees or panels.

2 Background

- 2.1 In accordance with paragraph 1 of the Overview and Scrutiny Procedure Rules a draft work programme 2021/22 has been prepared and is attached at Appendix 1. This work programme has been developed to ensure that the Committee meets its responsibilities set out in its Terms of Reference. The work programme remains flexible across the year to enable the Committee to add or move items according to need.
- 2.2 The work programme identifies those items for consideration by the Committee at its four formal meetings held across the year. No items for review by a sub-committee or panel have been identified at this time.

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- 2.3 The work programme covers both audit and scrutiny functions of the Committee. The Annual Internal Audit Report and Opinion 2020/21 has been scheduled for the June 2021 meeting together with the Annual Governance Statement 2020/21 to ensure the Council meets key dates associated with the Statement of Accounts 2020/21. Regular internal audit progress reports which set out progress made against the audit plan 2021/22 are scheduled across the year. Progress made to implement external audit recommendations will be reported to the Committee in February 2021. Lastly, the April 2021 meeting includes an item on the draft 2022/23 Internal Audit Plan and Charter.
- 2.4 Regular performance management reports have been scheduled – a 2020/21 end of year report in June and a six monthly progress report for 2021/22 in November. In line with these reports, an end of year 2020/21 budget report will be presented in June and a six monthly 2021/22 budget progress report in November.
- 2.5 Three annual reports are scheduled across the year:
 - 2.5.1 Use of Delegated Powers Annual Report
 - 2.5.2 Annual Report on the Regulation of Investigatory Powers Act 2000
 - 2.5.3 Risk Management Framework Annual Report.
- 2.6 Lastly, the work programme contains the slightly delayed Annual Report of the Committee for 2020/21 as well as the Annual Report for 2021/22. Both of these reports will need to be presented to Council following approval.
- 2.7 As mentioned in paragraph 2.1 above, the programme will remain flexible across the year, this will be particularly important given the on-going implications of the COVID-19 pandemic. The items included in the work programme for the June Committee meeting are more likely to be subject to change than the latter meetings as we move to the next recovery phase, this may result in some reports being deferred to the November meeting.

3 Risk Assessment

Legal or other duties

- 3.1 Impact Assessment
 - 3.1.1 No implications for the purposes of this report.
- 3.2 Crime & Disorder

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3.2.1 The Crime & Disorder Committee has a responsibility to review the actions and decisions of the local Community Safety Partnership on an annual basis. The work programme enables the Committee to meet this particular responsibility.

3.3 Safeguarding

3.3.1 No implications for the purposes of this report.

3.4 Dependencies

3.4.1 Completion of the Council's Financial Accounts 2020/21 are dependent upon consideration of the Annual Internal Audit Report and Opinion 2020/21 as well as the Annual Governance Statement 2020/21 at the June 2021 meeting.

3.5 Other

3.5.1 No implications for the purposes of this report.

4 Financial Implications

4.1 No implications for the purposes of this report.

4.2 **Section 151 Officer's comments:** None arising from the contents of this report.

5 Legal Implications

5.1 None arising from the contents of this report.

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

6 Policies, Plans & Partnerships

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

6.1.1 Green & Vibrant – A better place to live where people enjoy their surroundings

6.1.2 Safe & Well – A place where people feel safe, secure and lead healthy, fulfilling lives

6.1.3 Opportunity & Prosperity – A successful place with a strong, dynamic local economy where people can thrive

6.1.4 Smart & Connected – Alive and connected socially, economically, geographically and digitally

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6.1.5 Cultural & Creative – A centre for cultural and creative excellence and inspiration

6.1.6 Effective Council – Engaging, responsive and resilient Council

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

6.3 **Climate & Environmental Impact of recommendations:** none for the purposes of this report.

6.4 **Sustainability Policy & Community Safety Implications:** The work programme includes scrutiny of the actions and decisions of the Community Safety Partnership.

6.5 **Partnerships:** none for the purposes of this report.

7 Background papers

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

Previous reports:

- Annual Report 2019/20, Audit, Crime & Disorder and Scrutiny Committee, 19 November 2020.

Other papers:

- Overview and Scrutiny Terms of Reference, Part 3, Responsibility for Functions, Constitution.