

## COMMITTEE WORK PROGRAMME 2022-2023

<b>Head of Service:</b>	Gillian McTaggart, Head of Corporate Assurance
<b>Wards affected:</b>	(All Wards);
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	N/A
<b>Appendices (attached):</b>	None

### Summary

This report presents the Committee with the work programme for 2022-2023.

### Recommendation (s)

#### The Committee is asked to:

- (1) **Note and agree the on-going work programme for 2022-2023 as presented in Section 2.**

## 1 Reason for Recommendation

- 1.1 Article 6 (paragraph 6.7) of the Constitution states that the Committee “will exercise overall responsibility for the work programme of those officers whose function is wholly to support its work”.<sup>1</sup> Therefore the recommendation enables the Committee to maintain oversight of its work programme 2022-2023 and make any additions or adjustments it may wish.

## 2 Work Programme 2022-2023

- 2.1 The proposed committee work programme for 2022-2023 is presented in Section 2.3 below.

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<sup>1</sup> See *Constitution of Epsom and Ewell Borough Council*, p. 13. Online available: <https://democracy.epsom-ewell.gov.uk/documents/g1309/Public%20reports%20pack%2028th-Jan-2022%20Constitution%20of%20Epsom%20and%20Ewell%20Borough%20Council.pdf?T=10&Info=1> [Last accessed 15/03/22].

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2.2 The plan includes reports that relate to the committee's areas of responsibility as stipulated in its terms of reference.<sup>2</sup>

2.3 Work Programme 2022-2023:

Meeting		Agenda
Past	<b>February 2022</b>	<ul style="list-style-type: none"> <li>Internal Audit Progress Report 2021-2022 (Feb 2022)</li> <li>Annual Governance Statement Progress Report (2021-2022)</li> <li>Revenue Budget Monitoring – Quarter 3 (2021-2022)</li> <li>Capital Budget Monitoring – Quarter 3 (2021-2022)</li> <li>Work Programme 2021-2022</li> </ul>
	<b>April 2022</b>	<ul style="list-style-type: none"> <li>Internal Audit Progress Report 2021-2022 (Apr 2022)</li> <li>Internal Audit Plan 2022-2023 &amp; Internal Audit Charter</li> <li>Annual Report on the Community Safety Partnership</li> <li>Four Year Plan: Performance Report 2021-2022 (deferred from Feb 2022)</li> <li>External Audit Update</li> <li>Committee Annual Report 2022-2023 (to be presented to Full Council)</li> <li>Work Programme 2022-2023</li> </ul>
Future	<b>June 2022</b>	<ul style="list-style-type: none"> <li>Annual Internal Audit Report &amp; Opinion 2021-2022</li> <li>Internal Audit Progress Report 2022-2023 (Jun 2022)</li> <li>Annual Governance Statement 2021-2022</li> <li>Four Year Plan: Year End Report 2021-2022</li> <li>Use of Delegated Powers Annual Report</li> <li>Work Programme 2022-2023</li> </ul>
	<b>September 2022</b>	<ul style="list-style-type: none"> <li>Revenue Budget Monitoring – Quarter 1 (2022-2023)</li> <li>Capital Budget Monitoring – Quarter 1 (2022-2023)</li> <li>Counter-Fraud and Whistleblowing Annual Report (inc. gifts and hospitality)</li> <li>Equality &amp; Diversity (inc. modern slavery) Annual Report</li> <li>2021-2022 Statement of Accounts and Audit Findings Report</li> <li>2021-2022 Revenue &amp; Capital Financial Outturn Report</li> <li>2021-2022 Treasury Management Outturn Report</li> <li>Work Programme 2022-2023</li> </ul>
	<b>November 2022</b>	<ul style="list-style-type: none"> <li>Internal Audit Progress Report 2022-2023 (Nov 2022)</li> <li>Revenue Budget Monitoring – Quarter 2 (2022-2023)</li> <li>Capital Budget Monitoring – Quarter 2 (2022-2023)</li> </ul>

<sup>2</sup> See *Committee Terms of Reference*, Full Council, 15 February 2022, pp. 22-24. Online available: <https://democracy.epsom-ewell.gov.uk/documents/s22823/Committee%20Terms%20of%20Reference%20Appendix%201.pdf> [Last accessed 15/03/22].

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		<ul style="list-style-type: none"> <li>• Update on Compliance with the Surveillance Camera Code of Practice</li> <li>• Regulation of Investigatory Powers Act (2000) Annual Report</li> <li>• Work Programme 2022-2023</li> </ul>
	<b>February 2023</b>	<ul style="list-style-type: none"> <li>• Revenue Budget Monitoring – Quarter 3 (2022-2023)</li> <li>• Capital Budget Monitoring – Quarter 3 (2022-2023)</li> <li>• Four Year Plan: Performance Report 2021-2022</li> <li>• Work Programme 2022-2023</li> </ul>
	<b>April 2023</b>	<ul style="list-style-type: none"> <li>• Internal Audit Progress Report 2022-2023 (Apr 2023)</li> <li>• Internal Audit Plan 2023-2024 &amp; Internal Audit Charter</li> <li>• External Audit Update</li> <li>• Committee Annual Report 2022-2023 (to be presented to Full Council)</li> <li>• Work Programme 2023-2024</li> </ul>

### 3 Local Government and Social Care Ombudsman

- 3.1 The Council received its annual letter from the Local Government and Social Care ombudsman in July 2021. There were no Ombudsman recommendations due for compliance by the Council in the period. Further details on the complaints the Ombudsman have received and assessed, as well as copies of the annual letters they send to the Council, can be accessed on their public website at this address:  
<https://www.lgo.org.uk/your-councils-performance> [last accessed 23/03/2022].

### 4 Risk Assessment

Legal or other duties

#### 4.1 Impact Assessment

- 4.1.1 No implications for the purposes of this report.

#### 4.2 Crime & Disorder

- 4.2.1 The annual report on the Community Safety Partnership will be taken to the Crime and Disorder sub committee in the next municipal year.

#### 4.3 Safeguarding

- 4.3.1 No implications for the purposes of this report.

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## 4.4 Dependencies

4.4.1 Completion of the Council's financial accounts for 2022-2023 are dependent upon consideration of the Annual Internal Audit Report and Opinion.

## 4.5 Other

4.5.1 No implications for the purposes of this report.

## 5 Financial Implications

5.1 None for the purposes of this report.

5.2 **Section 151 Officer's comments:** The proposed work programme would meet statutory deadlines for the external audit of the Statement of Accounts.

## 6 Legal Implications

6.1 None for the purposes of this report.

6.2 **Legal Officer's comments:** none arising from this report.

## 7 Policies, Plans & Partnerships

7.1 **Council's Key Priorities:** All key priorities are engaged.

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

7.3 **Climate & Environmental Impact of recommendations:** None for the purposes of this report.

7.4 **Sustainability Policy & Community Safety Implications:** As per Section 3.2.

7.5 **Partnerships:** None for the purposes of this report.

## 8 Background papers

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

### **Previous reports:**

*Work Programme 2021/22*, Audit, Crime and Disorder and Scrutiny Committee, 3 February 2022. Online available: <https://democracy.epsom-ewell.gov.uk/documents/s22711/Work%20Programme%20202122.pdf> [Last accessed 15/03/22].