

## COMMITTEE WORK PROGRAMME 2023-2024

<b>Head of Service:</b>	Andrew Bircher, Acting Director of Corporate Services
<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 2023-2024.

### Recommendation (s)

#### The Committee is asked to:

- (1) **Note and agree the ongoing Work Programme for 2023-2024 as presented in Section 2.**

## 1 Reason for Recommendation

- 1.1 Paragraph 4.6 of the Constitution states that the Committee “can scrutinise decisions made by the Full Council or policy committees”<sup>1</sup>. Paragraphs 1.3(i) and 1.3(iii) of Annex 4.6 of the Council Operating Framework also states that the Committee “will be responsible for arranging the overview and scrutiny functions on behalf of the council” as well as “approving an annual overview and scrutiny Work Programme”.<sup>2</sup> These enable the Committee to maintain an oversight of its Work Programme 2023-2024 and make any additions or adjustments it may wish.

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<sup>1</sup>See *Constitution of Epsom and Ewell Borough Council*, p.3. Online available: <https://democracy.epsom-ewell.gov.uk/documents/s27178/Constitution%20of%20Epsom%20and%20Ewell%20Borough%20Council.pdf> [Last accessed 18/05/2023]

<sup>2</sup> See *Council Operating Framework, Annex 4.6: Overview, Audit and Scrutiny*, p.1. Online available: <https://www.epsom-ewell.gov.uk/sites/default/files/documents/council/about-council/governance/Annex%204-6%20-%20Overview%20Audit%20and%20Scrutiny.pdf> [Last accessed 18/05/2023].

# Audit and Scrutiny Committee

## 28 September 2023

### 2 Background

2.1 The committee Work Programme for 2023-2024 is presented in Section 2.3 below.

2.2 The programme includes reports that relate to the committee's areas of responsibility, as stipulated in its terms of reference.<sup>3</sup>

2.3 Work Programme 2023-2024:

Meeting		Agenda
Past	6 April 2023	<ul style="list-style-type: none"> <li>• Internal Audit: Progress Report - April 2023</li> <li>• Internal Audit: Audit Plan 2023-2024 &amp; Internal Audit Charter</li> <li>• External Audit Update</li> <li>• Committee Annual Report 2022-2023 (presented to Full Council)</li> <li>• Regulation of Investigatory Powers Act (2000) Annual Report</li> <li>• Local Government and Social Care Ombudsman Annual Letter</li> <li>• Work Programme 2023-2024</li> </ul>
Past	18 July 2023	<ul style="list-style-type: none"> <li>• External Audit Update – Annual Auditor's Report</li> <li>• Internal Audit: Annual Report &amp; Opinion 2022-2023</li> <li>• Internal Audit: Progress Report – July 2023</li> <li>• Annual Governance Statement 2022-2023</li> <li>• Performance and Risk Report – July 2023</li> <li>• Use of Delegated Powers Annual Report</li> <li>• IT Strategy<sup>4</sup></li> <li>• Work Programme 2023-2024</li> </ul>
Present	28 September 2023 <sup>5</sup>	<ul style="list-style-type: none"> <li>• 2022-2023 External audit update</li> <li>• Revenue Budget Monitoring – Quarter 1 (2023-2024)</li> <li>• Capital Budget Monitoring – Quarter 1 (2023-2024)</li> <li>• Internal Audit: Progress Report – September 2023</li> <li>• Performance &amp; Risk Report - September 2023</li> <li>• Local Government and Social Care Ombudsman Annual Letter</li> <li>• Work Programme 2023-2024</li> </ul>

<sup>3</sup> See *Audit and Scrutiny Committee-Terms of Reference*, Online available: <https://democracy.epsom-ewell.gov.uk/mgCommitteeDetails.aspx?ID=157> [Last accessed 18/05/2023].

<sup>4</sup> The placeholder has moved from April 2023 to July 2023, as a date for the IT Strategy to be taken to Strategy and Resources Committed has now been confirmed.

<sup>5</sup> Changes for September: 2022-2023 *Treasury Management Outturn Report*, removed as will be taken to the Financial Strategy Advisory Group (agreed by Full Council in July); *Annual Complaints Report*, moved to November meeting due to officer capacity.

# Audit and Scrutiny Committee

## 28 September 2023

<b>Future</b>	<b>16 November 2023<sup>6</sup></b>	<ul style="list-style-type: none"> <li>• Revenue Budget Monitoring – Quarter 2 (2023-2024)</li> <li>• Capital Budget Monitoring – Quarter 2 (2023-2024)</li> <li>• Code of Corporate Governance<sup>7</sup></li> <li>• Counter-Fraud and Whistleblowing Annual Report (inc. gifts and hospitality)</li> <li>• Update on Compliance with the Surveillance Camera Code of Practice</li> <li>• External Audit Update (if required)</li> <li>• Annual Complaints Report</li> <li>• Review of the Council’s Scheme of Delegation<sup>8</sup></li> <li>• Work Programme 2023-2024</li> </ul>
	<b>1 February 2024</b>	<ul style="list-style-type: none"> <li>• Community Safety Partnership Update</li> <li>• Revenue Budget Monitoring – Quarter 3 (2023-2024)</li> <li>• Capital Budget Monitoring – Quarter 3 (2023-2024)</li> <li>• External Audit Update</li> <li>• Equality and Diversity (inc. modern slavery) Annual Report</li> <li>• Internal Audit: Progress Report - February 2024</li> <li>• Performance and Risk Report – February 2024</li> <li>• Work Programme 2023-2024</li> </ul>
	<b>28 March 2024</b>	<ul style="list-style-type: none"> <li>• Internal Audit: Annual Plan 2024-2025 &amp; Internal Audit Charter</li> <li>• Internal Audit: Progress Report - March 2024</li> <li>• External Audit Update</li> <li>• Performance and Risk Report – March 2024</li> <li>• Committee Annual Report 2023-2024 (to be presented to Full Council)<sup>9</sup></li> <li>• Regulation of Investigatory Powers Act (2000) Annual Report</li> <li>• Work Programme 2024-2025</li> </ul>

### 3 Risk Assessment

Legal or other duties

#### 3.1 Equality Impact Assessment

<sup>6</sup> Changes for November: 2023-2024 *Treasury Management Interim Report*, removed as will be taken to the Financial Strategy Advisory Group (agreed by Full Council in July).

<sup>7</sup> Placeholder, in the event of any significant changes following annual officer review.

<sup>8</sup> Added by the Chair following Full Council meeting in July 2023. Being taken to November meeting due to Counsel’s capacity, i.e. they cannot provide the report in time for the September committee timings.

<sup>9</sup> Note, the Committee’s Annual Report will be early this year (2023-2024), due to the committee timings.

# Audit and Scrutiny Committee

## 28 September 2023

3.1.1 No direct implications from this report.

### 3.2 Crime & Disorder

3.2.1 The annual scrutiny of the Community Safety Partnership is proposed to be held at the February 2024 committee meeting.

### 3.3 Safeguarding

3.3.1 No direct implications from this report.

### 3.4 Dependencies

3.4.1 The committee does rely on some of the council's partners, and other committees, to deliver its work programme as proposed in Section 2.3 (e.g. internal and external audit, and the Community Safety Partnership).

### 3.5 Other

3.5.1 No other direct implications from this report.

## 4 Financial Implications

4.1 None for the purposes of this report.

4.2 **Section 151 Officer's comments:** The forward plan will enable the Council to meet statutory obligations with regards to external audit.

## 5 Legal Implications

5.1 None for the purposes of this report.

5.2 **Legal Officer's comments:** None for the purposes of this report.

## 6 Policies, Plans & Partnerships

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

6.1.1 Effective Council: Strengthen the council's financial independence.

6.1.2 Effective Council: Improve openness, transparency and customer service.

6.1.3 Safe & Well: Work with partners to keep our borough safe and secure.

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

6.3 **Climate & Environmental Impact of recommendations:** No direct implications from this report.

# Audit and Scrutiny Committee

## 28 September 2023

6.4 **Sustainability Policy & Community Safety Implications:** See Section 2.3, February 2024 meeting.

6.5 **Partnerships:** No direct implications from this report.

### 7 Background papers

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

#### **Previous reports:**

- Committee Work Programme 2023-2024, *Audit and Scrutiny Committee*, 18 July 2023. Online available: <https://democracy.epsom-ewell.gov.uk/documents/s27872/Committee%20Work%20Programme.pdf> [last accessed 11/08/2023]

#### **Other papers:**

- None.