

## COMMITTEE WORK PROGRAMME

<b>Head of Service:</b>	Andrew Bircher, Interim Director of Corporate Services
<b>Wards affected:</b>	(All Wards);
<b>Appendices (attached):</b>	None

### Summary

This report presents the Committee with its annual Work Programme.

### Recommendation (s)

#### The Committee is asked to:

- (1) **Note and agree the ongoing Work Programme 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> Therefore the Committee is able to maintain oversight of its Work Programme and make any additions or adjustments it wishes.

## 2 Background

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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

## 16 November 2023

2.1 The committee Work Programme is presented below. The programme includes reports that relate to the committee’s areas of responsibility, as stipulated in its terms of reference.<sup>3</sup>

2.2 Work Programme:

Meeting		Agenda
Past	28 September 2023	<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>
Present	16 November 2023	<ul style="list-style-type: none"> <li>• Code of Corporate Governance Annual Review</li> <li>• Counter-Fraud and Whistleblowing Annual Report (inc. gifts and hospitality)</li> <li>• External Audit Update (if required)</li> <li>• Work Programme</li> </ul>
Future	1 February 2024	<ul style="list-style-type: none"> <li>• Community Safety Partnership Update</li> <li>• Revenue Budget Monitoring – Quarters 2 &amp; 3 (2023-2024)</li> <li>• Capital Budget Monitoring – Quarters 2 &amp; 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</li> <li>• Review of the Council’s Scheme of Delegation<sup>4</sup> (provisional)</li> </ul>
Future	28 March 2024	<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)</li> <li>• Regulation of Investigatory Powers Act (2000) Annual Report</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 Head of Legal and Monitoring Officer advised this Committee at its meeting on 28 September 2023 that this is the target date for this report, yet it could slip to a later meeting depending on the progress of the updates being made to the Scheme.

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		<ul style="list-style-type: none"> <li>• Annual Complaints Report<sup>5</sup></li> <li>• Work Programme</li> </ul>
Future	June/July 2024	<ul style="list-style-type: none"> <li>• External Audit Update – Annual Auditor’s Report</li> <li>• Internal Audit: Annual Report &amp; Opinion 2023-2024</li> <li>• Internal Audit: Progress Report – June/July 2024</li> <li>• Annual Governance Statement 2023-2024</li> <li>• Performance and Risk Report – July 2024</li> <li>• Use of Delegated Powers Annual Report</li> <li>• Work Programme</li> </ul>
Future	September 2024	<ul style="list-style-type: none"> <li>• 2023-2024 External audit update</li> <li>• Revenue Budget Monitoring – Quarter 1 (2024-2025)</li> <li>• Capital Budget Monitoring – Quarter 1 (2024-2025)</li> <li>• Internal Audit: Progress Report – September 2024</li> <li>• Performance &amp; Risk Report - September 2024</li> <li>• Local Government and Social Care Ombudsman Annual Letter</li> <li>• Work Programme</li> </ul>

### 3 Risk Assessment

Legal or other duties

#### 3.1 Equality Impact Assessment

3.1.1 No direct implications arising 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 arising 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 (e.g. internal and external audit, and the Community Safety Partnership).

<sup>5</sup> This report has been moved from November as the author is leaving the council in October 2023 and the work is in the process of being reassigned.

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### 3.5 Other

3.5.1 No other direct implications arising from this report.

## 4 Financial Implications

4.1 None 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 for the purposes of this report.

5.2 **Legal 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:

- Effective Council: Strengthen the council's financial independence.
- Effective Council: Improve openness, transparency and customer service.
- 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 arising from this report.

6.4 **Sustainability Policy & Community Safety Implications:** See Section 2, February 2024 meeting.

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

## 7 Background papers

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

### **Previous reports:**

- Committee Work Programme, *Audit and Scrutiny Committee*, 28<sup>th</sup> September 2023. Online available: <https://democracy.epsom-ewell.gov.uk/ieListDocuments.aspx?CId=157&MId=1488> [last accessed 29/09/2023].

### **Other papers:**

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- None.