

COMMITTEE WORK PROGRAMME – NOVEMBER 2024

Head of Service:	Andrew Bircher, Interim Director of Corporate Services
Report Author:	Will Mace, Business Assurance Manager
Wards affected:	(All Wards)
Appendices (attached):	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”¹. 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”.² Therefore the Committee is able to maintain oversight of its Work Programme and make any additions or adjustments it wishes.

2 Background

- 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.³

¹See *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]

² 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].

³ 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].

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2.2 Work Programme:

Meeting		Agenda
Past	1 February 2024	<ul style="list-style-type: none"> • Community Safety Partnership Update • Revenue Budget Monitoring – Quarters 2 & 3 (2023-2024) • Capital Budget Monitoring – Quarters 2 & 3 (2023-2024) • External Audit Update • Equality and Diversity (inc. modern slavery) Annual Report • Internal Audit: Progress Report - February 2024 • Performance and Risk Report – February 2024 • Complaints Report – February 2024⁴ • Work Programme
Past	28 March 2024	<ul style="list-style-type: none"> • Internal Audit: Annual Plan 2024-2025 & Internal Audit Charter • Internal Audit: Progress Report - March 2024 • External Audit Update • Review of the Council's Scheme of Delegation • Performance and Risk Report – March 2024 • Committee Annual Report 2023-2024 (to be presented to Full Council) • Regulation of Investigatory Powers Act (2000) Annual Report • Annual Complaints Report⁵ • Work Programme
Past	25 July 2024	<ul style="list-style-type: none"> • External Audit Update – 2023/24 Audit Plan • Internal Audit: Annual Report & Opinion 2023-2024 • Internal Audit: Progress Report – July 2024 • Annual Governance Statement 2023-2024 • Performance and Risk Report – July 2024 and Four-Year Plan (2020-2024) progress report • Use of Delegated Powers Annual Report • LGO & ICO Updates– July 2024 • Productivity Plan • Work Programme
Past	26 September 2024	<ul style="list-style-type: none"> • External Audit Update – 2023/24 Audit Plan • Revenue Budget Monitoring – Quarter 1 (2024-2025) • Capital Budget Monitoring – Quarter 1 (2024-2025) • Internal Audit: Progress Report – September 2024 • Performance & Risk Report - September 2024 • Investigatory Powers Commissioner's Office Inspection 2024

⁴ Complaints reports have been added to the agenda for all future meetings.

⁵ This report has been moved from November as the original author left the council in October 2023 and the work has been reassigned.

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		<ul style="list-style-type: none"> Local Government and Social Care Ombudsman (LGSCO) Annual Review Letter 2023-2024 LGSCO and ICO Updates - September 2024 Work Programme
Present	14 November 2024	<ul style="list-style-type: none"> Code of Corporate Governance Annual Review Counter-Fraud and Whistleblowing Annual Report (inc. gifts and hospitality) Revenue Budget Monitoring -Quarter 2 (2024-2025) Capital Budget Monitoring -Quarter 2 (2024-2025) LGO and ICO Updates – November 2024 Work Programme
Future	6 February 2025	<ul style="list-style-type: none"> Community Safety Partnership Update Revenue Budget Monitoring – Quarter 3 (2024-2025) Capital Budget Monitoring – Quarter 3 (2024-2025) External Audit Update Equality and Diversity (inc. modern slavery) Annual Report Internal Audit: Progress Report - February 2025 Performance and Risk Report – February 2025 LGO and ICO Updates – February 2025 Work Programme
Future	27 March 2025	<ul style="list-style-type: none"> Internal Audit: Annual Plan 2025-2026 & Internal Audit Charter Internal Audit: Progress Report - March 2025 External Audit Update Performance and Risk Report – March 2025 Committee Annual Report 2024-2025 (to be presented to Full Council) Regulation of Investigatory Powers Act (2000) Annual Report Annual Complaints Report Work Programme

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 next annual scrutiny of the Community Safety Partnership is proposed to be held at the February 2025 committee meeting.

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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).

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 report is not included within the current Service Delivery Plan, although several items contained within are.

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

6.4 **Sustainability Policy & Community Safety Implications:** See Para. 3.2.1.

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

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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*, 26th September 2024. Online available: [Work Programme - September 2024.pdf \(epsom-ewell.gov.uk\)](#) [last accessed 04/10/2024].

Other papers:

- None.