

## COMMITTEE WORK PROGRAMME – MARCH 2025

<b>Head of Service:</b>	Andrew Bircher, Interim Director of Corporate Services
<b>Report Author:</b>	Will Mace, Business Assurance Manager
<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

- 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>

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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].

<sup>3</sup> See *Audit and Scrutiny Committee-Terms of Reference*, Online available:

# Audit and Scrutiny Committee

## 27 March 2025

### 2.2 Work Programme:

Meeting		Agenda
Past	6 February 2025	<ul style="list-style-type: none"> <li>• Community Safety Partnership Update</li> <li>• Revenue Budget Monitoring – Quarter 3 (2024-2025)</li> <li>• Capital Budget Monitoring – Quarter 3 (2024-2025)</li> <li>• External Audit Update</li> <li>• Equality and Diversity Annual Report</li> <li>• Internal Audit: Progress Report</li> <li>• Performance and Risk Report – February 2025</li> <li>• LGO and ICO Updates – February 2025<sup>4</sup></li> <li>• Work Programme</li> </ul>
Present	27 March 2025	<ul style="list-style-type: none"> <li>• Internal Audit: Annual Plan 2025-2026 &amp; Internal Audit Charter</li> <li>• Internal Audit: Progress Report</li> <li>• Performance and Risk Report – March 2025</li> <li>• Committee Annual Report 2024-2025 (to be presented to Full Council)</li> <li>• Regulation of Investigatory Powers Act (2000) Annual Report</li> <li>• Annual Complaints Report</li> <li>• FSAG Annual Treasury Management Report<sup>5</sup></li> <li>• External Audit Update<sup>6</sup></li> <li>• Work Programme</li> </ul>
Future	17 July 2025	<ul style="list-style-type: none"> <li>• External Audit Update – 2024-2025 Audit Plan</li> <li>• Internal Audit: Annual Report &amp; Opinion 2024-2025</li> <li>• Internal Audit: Progress Report</li> <li>• Annual Governance Statement 2024-2025</li> <li>• Performance and Risk Report – 2024-2025 End of Year progress report</li> <li>• Use of Delegated Powers Annual Report</li> <li>• Work Programme</li> <li>• Placeholder: LGO &amp; ICO Updates– July 2025</li> </ul>
Future	30 September 2025	<ul style="list-style-type: none"> <li>• External Audit Update – 2024/25 Audit Plan</li> <li>• Revenue Budget Monitoring – Quarter 1 (2025-2026)</li> <li>• Capital Budget Monitoring – Quarter 1 (2025-2026)</li> <li>• Internal Audit: Progress Report</li> <li>• Performance &amp; Risk Report - September 2025</li> <li>• Local Government and Social Care Ombudsman Annual Letter 2024-2025</li> <li>• Work Programme</li> <li>• Placeholder: LGO &amp; ICO Updates– September 2025</li> </ul>

<https://democracy.epsom-ewell.gov.uk/mgCommitteeDetails.aspx?ID=157>

[Last accessed 18/05/2023].

<sup>4</sup> No new items to populate the report since the last committee meeting.

<sup>5</sup> This item was added to enable Audit & Scrutiny Committee to receive FSAG's annual treasury management report and meet this obligation within its terms of reference.

<sup>6</sup> The External Audit update from February included the final accounts. There is no further update to these and so this item has been removed.

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Future	13 November 2025	<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>• Revenue Budget Monitoring -Quarter 2 (2025-2026)</li> <li>• Capital Budget Monitoring -Quarter 2 (2025-2026)</li> <li>• Work Programme</li> <li>• Placeholder: LCO &amp; ICO Updates – November 2025</li> </ul>
Future	5 February 2026	<ul style="list-style-type: none"> <li>• Community Safety Partnership Annual Report</li> <li>• Revenue Budget Monitoring – Quarter 3 (2025-2026)</li> <li>• Capital Budget Monitoring – Quarter 3 (2025-2026)</li> <li>• External Audit Update</li> <li>• Equity, Diversity and Inclusion Annual Report</li> <li>• Internal Audit: Progress Report</li> <li>• Performance and Risk Report – February 2026</li> <li>• Work Programme</li> <li>• Placeholder: LGO &amp; ICO Updates – February 2026</li> </ul>
Future	26 March 2026	<ul style="list-style-type: none"> <li>• Internal Audit: Annual Plan 2026-2027 &amp; Internal Audit Charter</li> <li>• Internal Audit: Progress Report</li> <li>• External Audit Update</li> <li>• Performance and Risk Report – March 2026</li> <li>• Committee Annual Report 2025-2026 (to be presented to Full Council)</li> <li>• Regulation of Investigatory Powers Act (2000) Annual Report</li> <li>• Annual Complaints Report</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 next annual scrutiny of the Community Safety Partnership is proposed to be held at the February 2026 committee meeting.

#### 3.3 Safeguarding

3.3.1 No direct implications arising from this report.

#### 3.4 Dependencies

# Audit and Scrutiny Committee

## 27 March 2025

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.

### 7 Background papers

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

**Previous reports:**

## Audit and Scrutiny Committee

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- Committee Work Programme, *Audit and Scrutiny Committee*, 6<sup>th</sup> February 2025. Online available: <https://democracy.epsom-ewell.gov.uk/documents/s34582/Work%20Programme%20-%20February%202025.pdf> [last accessed 31/01/2025].

**Other papers:**

- None.