

COMMITTEE WORK PROGRAMME – NOVEMBER 2025

Head of Service:	Andrew Bircher, Assistant Director of Corporate Services
Report Author:	Will Mace, Corporate Governance & Strategy 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/ieListMeetings.aspx?CId=205&info=1&MD=Constitution> [Last accessed 29/08/2025]

² See *Council Operating Framework, Annex 4.6: Overview, Audit and Scrutiny*, p.1. Online available: <https://www.epsom-ewell.gov.uk/council/about-council/governance/council-operating-framework> [Last accessed 29/08/2025].

³ See *Constitution of Epsom and Ewell Borough Council: Appendix 3 – Terms of Reference for Full Council and Committees*. Online available: [Epsom and Ewell Democracy](https://democracy.epsom-ewell.gov.uk/ieListMeetings.aspx?CId=205&info=1&MD=Constitution) [last accessed 29/08/2025].

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2.2 Work Programme:

Meeting		Agenda
Past	17 July 2025	<ul style="list-style-type: none"> • Annual Internal Audit Conclusion 2024-2025 • Internal Audit: Progress Report • Annual Governance Statement 2024-2025 • Performance and Risk Report: 2024-25 End of Year Report • Use of Urgent Decisions Annual Report • Management Responses to the External Auditors' Report (6 February 2025) • Placeholder: External Audit Update – 2025/26 Audit Plan • Placeholder: LGO & ICO Updates– July 2025 • Local Government and Social Care Ombudsman Annual Letter 2024-2025 • Work Programme
Past	30 September 2025	<ul style="list-style-type: none"> • AP24/5/3 Performance Report⁴ • ICT Audit Actions Progress Report⁵ • Revenue Budget Monitoring – Quarter 1 (2025-2026) • Capital Budget Monitoring – Quarter 1 (2025-2026) • Internal Audit: Audit Plan 2025-2026 (Q3/Q4) • Internal Audit: Revised Internal Audit Charter 2025-2026 • Internal Audit: Strategy • Internal Audit: External Quality Assessment • Internal Audit: Progress Report • Management Responses to the External Auditors' Report⁶ • Performance & Risk Report - September 2025 • Placeholder: External Audit Update – 2025/26 Audit Plan⁷ • Placeholder: LGO & ICO Updates– September 2025⁸ • Work Programme
Present	13 November 2025	<ul style="list-style-type: none"> • Revenue Budget Monitoring - Quarter 2 (2025-2026) • Capital Budget Monitoring - Quarter 2 (2025-2026) • Internal Audit: Progress Report⁹ • Code of Corporate Governance Annual Review¹⁰ • Counter-Fraud and Whistleblowing Annual Report (inc. gifts and hospitality)

⁴ Added by the Committee at the 17th July 2025 meeting.

⁵ Added at the request of the Chair.

⁶ Added by the Committee at the 17th July 2025 meeting.

⁷ This item went to the July 2025 meeting; therefore, the September placeholder has been removed. This was agreed by the Chair and Vice Chair on the 15th of September 2025.

⁸ There are no LGO or ICO decisions to report on. This was agreed by the Chair and Vice Chair on the 15th of September 2025.

⁹ Added by the Committee at the 17th July 2025 meeting.

¹⁰ It's proposed that this report be moved to February meeting, to provide additional resources for the Community Governance Review project. It also has the advantage of moving the review of the Code closer to the production of the Annual Governance Statement.

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		<ul style="list-style-type: none"> • Placeholder: LCO & ICO Updates – November 2025¹¹ • Work Programme
Future	5 February 2026	<ul style="list-style-type: none"> • Revenue Budget Monitoring – Quarter 3 (2025-2026) • Capital Budget Monitoring – Quarter 3 (2025-2026) • Community Safety Partnership Annual Report • Equity, Diversity and Inclusion Annual Report • Performance and Risk Report – February 2026 • Code of Corporate Governance Annual Review¹² • Placeholder: External Audit Update • Placeholder: LGO & ICO Updates – February 2026 • Work Programme
Future	26 March 2026	<ul style="list-style-type: none"> • Internal Audit: Annual Plan 2026-2027 & Internal Audit Charter¹³ • Internal Audit: Progress Report • Internal Audit: External Quality Assessment – Results¹⁴ • FSAG Annual Treasury Management Report¹⁵ • Performance and Risk Report – March 2026 • Committee Annual Report 2025-2026 (to be presented to Full Council) • Regulation of Investigatory Powers Act (2000) Annual Report • Annual Complaints Report • Annual Procurement Waiver Report 2025 • Placeholder: External Audit Update • Placeholder: LGO & ICO Updates – March 2026 • Placeholder: Priority Projects Update¹⁶ • Work Programme

3 Call-in Requests

¹¹ There are no items to report at the November 2025 meeting. This was agreed by the Chair and Vice Chair on 29th October 2025.

¹² Ibid fn. 9.

¹³ As discussed at the September 2025 meeting, the Internal Audit plan will revert to an annual plan.

¹⁴ Requested to be added to the agenda by the Southern Internal Audit Partnership (29/09/25).

¹⁵ Proposed (Nov. 2025) to be added to the March 2026 meeting to fulfil this aspect of the Committee's terms of reference. This was agreed by the Chair and Vice Chair on 29th October 2025.

¹⁶ New 'placeholder' proposed (Nov. 25) to provide an update on the council's priority projects, and fulfil the performance monitoring aspect of the Committee's terms of. This was agreed by the Chair and Vice Chair on 29th October 2025.

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- 3.1 The Scrutiny Officer received two Call-in requests since the last Committee meeting. They both related to the S&R committee meeting on the 25th September. One concerned Item 5 on the agenda (CIL funding) and one concerned Item 10 on the agenda (Council referred motion). The requests were reviewed by the Chair and Vice Chair of this committee as per the process set out in [Annex 4-6](#) of the Council's Operating Framework, and both were assessed as invalid.

4 Risk Assessment

Legal or other duties

4.1 Equality Impact Assessment

- 4.1.1 No direct implications arising from this report.

4.2 Crime & Disorder

- 4.2.1 The next annual report of the Community Safety Partnership is proposed to be held at the February 2026 committee meeting.

4.3 Safeguarding

- 4.3.1 No direct implications arising from this report.

4.4 Dependencies

- 4.4.1 The committee does rely on some of the council's partners, and other committees, such as internal and external audit, and the Community Safety Partnership.

4.5 Other

- 4.5.1 No other direct implications arising from this report.

5 Financial Implications

- 5.1 None for the purposes of this report.

- 5.2 **Section 151 Officer's comments:** None arising from the contents of this report.

6 Legal Implications

- 6.1 None for the purposes of this report.

- 6.2 **Legal Officer's comments:** None arising from the contents of this report.

7 Policies, Plans & Partnerships

- 7.1 **Council's Key Priorities:** The following Key Priorities are engaged: N/A

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- 7.2 **Service Plans:** The report is not included within the current Service Delivery Plan, although several items contained within are.
- 7.3 **Climate & Environmental Impact of recommendations:** No direct implications arising from this report.
- 7.4 **Sustainability Policy & Community Safety Implications:** See Para. 3.2.1.
- 7.5 **Partnerships:** No direct implications arising from this report.

8 Background papers

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

Previous reports:

- Committee Work Programme, *Audit and Scrutiny Committee*, 30th September 2025. Online available: [Epsom and Ewell Democracy](#) [last accessed 10/10/2025].

Other papers:

- None.