

COMMITTEE WORK PROGRAMME – MARCH 2026

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 rolling 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 28/11/2025].

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
Present	19 March 2026	<ul style="list-style-type: none"> • Internal Audit: Annual Plan 2026-2027, and Internal Audit Charter • Internal Audit: Progress Report • Internal Audit: External Quality Assessment – Results • Financial Strategy Advisory Group (FSAG) Annual Treasury Management Report • Performance and Risk Report – March 2026 • Committee Annual Report 2025-2026 (to be presented to Full Council) • Regulation of Investigatory Powers Act (2000) (RIPA) Annual Report* • Annual Complaints Report • Annual Procurement Waiver Report 2025 • Placeholder: External Audit Update, 25/26 Audit Plan • Placeholder: Local Government and Social Care Ombudsman (LGO) and Information Commissioner’s Office (ICO) Updates – March 2026* • Placeholder: Priority Projects Update* • Councillor Ames Report Request* • Work Programme
Future	16 July 2026	<ul style="list-style-type: none"> • Annual Internal Audit Conclusion 2025-2026 • Internal Audit: Progress Report • Annual Governance Statement 2025-2026 • Performance and Risk Report: 2025-2026 End of Year Report • Use of Urgent Decisions Annual Report <ul style="list-style-type: none"> ○ To include only scrutiny of the urgent decision process followed for UD158 (as per meeting 19 March 2026)* • External Audit Transparency Report* • Placeholder: External Audit Update – 2025-2026 Audit Plan • Placeholder: Local Government and Social Care Ombudsman (LGO) and Information Commissioner’s Office (ICO) Updates – July 2026

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		<ul style="list-style-type: none"> • Local Government and Social Care Ombudsman Annual Letter 2025-2026 • Placeholder: Priority Projects Update* • Work Programme
Future	29 September 2026	<ul style="list-style-type: none"> • Revenue Budget Monitoring – Quarter 1 (2026-2027) • Capital Budget Monitoring – Quarter 1 (2026-2027) • Internal Audit: Progress Report • Performance and Risk Report - September 2026 • Placeholder: External Audit Update – 2025-2026 Audit Plan • Placeholder: Local Government and Social Care Ombudsman (LGO) and Information Commissioner's Office (ICO) Updates – September 2026 • Work Programme
Future	12 November 2026	<ul style="list-style-type: none"> • Revenue Budget Monitoring - Quarter 2 (2026-2027) • Capital Budget Monitoring - Quarter 2 (2026-2027) • Internal Audit: Progress Report • Code of Corporate Governance Annual Review • Counter-Fraud and Whistleblowing Annual Report (inc. gifts and hospitality) • Placeholder: Local Government and Social Care Ombudsman (LGO) and Information Commissioner's Office (ICO) Updates – November 2026 • Work Programme
Future	4 February 2027	<ul style="list-style-type: none"> • Final Revenue Budget Monitoring – Quarter 3 (2026-2027) • Final Capital Budget Monitoring – Quarter 3 (2026-2027) • Final Community Safety Partnership Annual Report • Final Equity, Diversity and Inclusion Annual Report • Performance and Risk Report – February 2027 • Placeholder: External Audit Update • Placeholder: Local Government and Social Care Ombudsman (LGO) and Information Commissioner's Office (ICO) Updates – February 2027 • Work Programme

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Future	<p>18 March 2027</p> <p><i>Subject to Local Government Reorganisation</i></p>	<ul style="list-style-type: none"> • Internal Audit: Annual Plan 2027-2028 and Internal Audit Charter* • Final Internal Audit: Progress Report • Final Internal Audit: External Quality Assessment – Results • Final FSAG Annual Treasury Management Report • Final Performance and Risk Report – March 2027 • Final Committee Annual Report 2026-2027 (to be presented to Full Council) • Final Regulation of Investigatory Powers Act (2000) (RIPA) Annual Report • Final Annual Complaints Report • Final Annual Procurement Waiver Report 2026 • Final Placeholder: External Audit Update • Final Placeholder: Local Government and Social Care Ombudsman (LGO) and Information Commissioner’s Office (ICO) Updates – March 2027 • Final Placeholder: Priority Projects Update • Final Work Programme
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2.3 Work Programme Requests: there have been no additional Work Programme requests since the last Committee meeting.

2.4 Any additional Work Programme items, i.e. items that are not the Committee’s business as usual work, are subject to the council being able to resource the request, namely due to Local Government Organisation.

2.5 Updates to the Work Programme *

2.6 March 2026:

2.6.1 The Committee agreed at the February 2026 meeting that the RIPA report for March 2026 is removed as the council does not currently carry out RIPA surveillance and in the previous years there has been nothing to report.

2.6.2 Local Government and Social Care Ombudsman (LGO) and Information Commissioner’s Office (ICO) Updates: There are no updates for the March 2026 meeting.

2.6.3 Priority Projects Update: This report could not be resourced for the March meeting and has been moved to July 2026.

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2.6.4 Councillor Ames Report Request: The Committee agreed this addition to the Work Programme at the February 2026 meeting, and the report has been assigned to an officer. The report could not be resourced for March 2026 and has been moved to July 2026. It has been re-titled to: External Audit Transparency Report.

2.7 July 2026

2.7.1 Use of Urgent Decisions Annual Report: The Committee agreed to add scrutiny of the process followed for Urgent Decision 158 at the February 2026 meeting. It is proposed that this be included in the annual Urgent Decision Scrutiny report in July 2026, as it cannot be resourced for the March 2026 meeting.

2.8 March 2027

2.8.1 Internal Audit: Annual Plan 2027-2028 and Internal Audit Charter: This report may not be required due to Local Government Reorganisation.

3 Call-in Requests

3.1 No Call-in requests have been received since the last Committee meeting.

3.2 At the [February 2026 meeting](#), the Committee considered the call-in of a decision made by the Community and Wellbeing Committee, under Agenda Item No 4 “Options for the Future of the Museum” (13th January 2026 meeting). The Committee resolved that the decision be referred to the relevant policy committee with a view to its being withdrawn / rescinded.

3.3 The Call-in decision was reviewed by the Community and Wellbeing on 25th February 2026.

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 See this meeting’s agenda.

4.3 Safeguarding

4.3.1 No direct implications arising from this report.

4.4 Dependencies

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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 to fulfil the Work Programme.

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

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:** No direct implications arising from this report.

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:

- Work Programme, *Audit and Scrutiny Committee*, 5th February 2026. Online available: [Work Programme - February 2026.pdf](#) [last accessed 13/02/2026].

Other papers:

- None.