

WORK PROGRAMME 2018/19

Head of Service/Contact:	Gillian McTaggart, Head of Corporate Governance
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
Annexes/Appendices (attached):	Annex 1 – Work Programme 2018/19
Other available papers (not attached):	None

Report summary

This report asks the Committee to agree its work programme for 2018/19.

Recommendation (s)

- (1) That the Committee approves the work programme 2018/19 attached at Annex 1.**

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 Implications vary across the different items agreed for inclusion in the work programme. Specific implications are considered by the Committee before undertaking any individual investigation.

2 Background

- 2.1 Paragraph 1 of the Overview and Scrutiny Procedure Rules requires the Committee to approve an annual Overview and Scrutiny Work Programme including the programme of any sub-committees or panels.
- 2.2 A draft work programme for 2018/19 has been prepared and is attached at **Annex 1**. This work programme has been designed to ensure that the Committee meets responsibilities relating to audit, risk management and scrutiny. It identifies those items for consideration by the Committee at its four formal meetings held across the year. No items for review by a sub-committee or panel have been identified at this time.

Audit, Crime & Disorder and Scrutiny Committee 19 June 2018

- 2.3 Audit reports from both internal and external audit have been included. Regular internal audit monitoring reports which highlight progress made against the internal audit plan as well as outcomes of individual audits are scheduled for each of the four Committee meetings. The Internal Audit Assurance Report 2017/18 and the Annual Governance Statement 2017/18 (AGS), key governance documents, are included elsewhere on this Agenda (June 2018). Progress made against actions contained in the AGS and in the Annual Audit Findings of 2017/18 are scheduled for November 2018. Lastly, the Internal Audit Strategy 2019/20 and the external audit plan for the audit of the accounts 2018/19 are scheduled for April 2019.
- 2.4 Regular performance management reports have also been scheduled. The 2017/18 end of year report, together with an overview of the policy committees' Key Priority Targets for 2018/19 is included elsewhere on this Agenda (June 2018). The Committee will receive two 2018/19 progress reports, the first in November 2018 and the second in February 2019.
- 2.5 A number of different annual reports have been included within the Committee's work programme. Four have been included elsewhere on this Agenda (June 2018). They address:
- 2.5.1 Use of delegated powers at the Council within the last 12 months
 - 2.5.2 Matters relating to the Regulation of Investigatory Powers Act 2000
 - 2.5.3 Community Safety Partnership – End of Year Report
 - 2.5.4 Council Complaints
- 2.6 The report on Council Complaints is newly introduced in response to a recommendation by Internal Audit (Corporate Governance Audit) that Members receive complaint statistics on a routine basis.
- 2.7 The remaining two annual reports include the Council's Risk Management Framework Annual Report, scheduled for November 2018 and this Committee's Annual Report to Council on its work across the year, scheduled for April 2019.
- 2.8 The last report, scheduled into the work programme for November 2018, is a report on Compliance with the Surveillance Camera Code of Practice. This report is carried over from the Committee's 2017/18 work programme.

3 Proposals

- 3.1 It is proposed that the Committee approves its work programme for 2018/19 attached at **Annex 1**.

Audit, Crime & Disorder and Scrutiny Committee 19 June 2018

- 3.2 The Committee will wish to note that the work programme is fluid and new items may be added as the year progresses.

4 Financial and Manpower Implications

- 4.1 The Committee will wish to consider workload implications when considering its work programme, particularly if it wishes to add any new items for scrutiny by a sub-committee or panel. In-depth scrutiny reviews require more intensive input from members as well as officers.
- 4.2 **Chief Finance Officer's comments:** Any financial considerations arising in relation to items included in the work programme will be set out as appropriate in the individual reports prepared for consideration by the Committee.

5 Legal Implications (including implications for matters relating to equality)

- 5.1 The Committee's draft work programme 2018/19 has been designed to meet the Committee's responsibilities as set out in legislation and its own Terms of Reference.
- 5.2 **Monitoring Officer's comments:** There are no legal issues arising from this report.

6 Sustainability Policy and Community Safety Implications

- 6.1 As Crime & Disorder Committee for the Council, the Committee has a responsibility under the Police & Justice Act 2006 to review the work of the local Community Safety Partnership.

7 Partnerships

- 7.1 The Committee has the ability to make reports or recommendations on matters which affect the authority's area or the inhabitants of that area. It may require relevant partner authorities (excludes local health bodies) to have regard to any report or recommendations made.

8 Risk Assessment

- 8.1 Agreeing items for review/scrutiny at the beginning of the municipal year will assist the Committee in managing its workload and rescheduling work according to need/risk.

9 Conclusion and Recommendations

- 9.1 The Audit, Crime & Disorder and Scrutiny Committee is responsible for setting its own work programme. With a new municipal year now begun, a new draft work programme has been developed encompassing all areas of responsibility.

Audit, Crime & Disorder and Scrutiny
Committee
19 June 2018

- 9.2 It is recommended that the Committee approve the work programme for 2018/19 attached at **Annex 1**.

Ward(s) Affected: (All Wards);