



*Alison Stuart
Head of Legal and
Democratic Services*

MEETING : PERFORMANCE, AUDIT AND GOVERNANCE SCRUTINY COMMITTEE
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : TUESDAY 20 NOVEMBER 2018
TIME : 7.30 PM (OR AT THE CONCLUSION OF THE JOINT MEETING OF SCRUTINY COMMITTEES WHICHEVER IS THE LATER)

MEMBERS OF THE COMMITTEE

Councillor M Pope (Chairman)
Councillors A Alder, P Ballam, P Boylan, S Cousins, K Crofton, D Oldridge, T Page, L Radford, S Reed, P Ruffles, S Stainsby, T Stowe and J Wyllie (Vice-Chairman)

Substitutes

Conservative Group: Councillors R Brunton, R Henson, W Mortimer and C Woodward

(Note: Substitution arrangements must be notified by the absent Member to Democratic Services 24 hours before the meeting)

**CONTACT OFFICER: LORRAINE
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DISCLOSABLE PECUNIARY INTERESTS

1. A Member, present at a meeting of the Authority, or any committee, sub-committee, joint committee or joint sub-committee of the Authority, with a Disclosable Pecuniary Interest (DPI) in any matter to be considered or being considered at a meeting:
 - must not participate in any discussion of the matter at the meeting;
 - must not participate in any vote taken on the matter at the meeting;
 - must disclose the interest to the meeting, whether registered or not, subject to the provisions of section 32 of the Localism Act 2011;
 - if the interest is not registered and is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days;
 - must leave the room while any discussion or voting takes place.
2. A DPI is an interest of a Member or their partner (which means spouse or civil partner, a person with whom they are living as husband or wife, or a person with whom they are living as if they were civil partners) within the descriptions as defined in the Localism Act 2011.
3. The Authority may grant a Member dispensation, but only in limited circumstances, to enable him/her to participate and vote on a matter in which they have a DPI.
4. It is a criminal offence to:
 - fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register;
 - fail to notify the Monitoring Officer, within 28 days, of a DPI that is not on the register that a Member disclosed to a meeting;
 - participate in any discussion or vote on a matter in which a Member has a DPI;
 - knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a DPI or in disclosing such interest to a meeting.

(Note: The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.)

Public Attendance

East Herts Council welcomes public attendance at its meetings and will provide a reasonable number of agendas for viewing at the meeting. Please note that there is seating for 27 members of the public and space for a further 30 standing in the Council Chamber on a “first come first served” basis. When the Council anticipates a large attendance, an additional 30 members of the public can be accommodated in Room 27 (standing room only), again on a “first come, first served” basis, to view the meeting via webcast.

If you think a meeting you plan to attend could be very busy, you can check if the extra space will be available by emailing democraticservices@eastherts.gov.uk or calling the Council on 01279 655261 and asking to speak to Democratic Services.

Audio/Visual Recording of meetings

Everyone is welcome to record meetings of the Council and its Committees using whatever, non-disruptive, methods you think are suitable, which may include social media of any kind, such as tweeting, blogging or Facebook. However, oral reporting or commentary is prohibited. If you have any questions about this please contact Democratic Services (members of the press should contact the Press Office). Please note that the Chairman of the meeting has the discretion to halt any recording for a number of reasons, including disruption caused by the filming or the nature of the business being conducted. Anyone filming a meeting should focus only on those actively participating and be sensitive to the rights of minors, vulnerable adults and those members of the public who have not consented to being filmed.

AGENDA

1. Chairman's Announcements

2. Apologies

3. Minutes (Pages 5 - 16)

To approve as a correct record the Minutes of the meeting held on 4 September 2018

4. Declarations of Interest

To receive any Members' Declarations of Interest and Party Whip arrangements

5. Work Programme (Pages 17 - 32)

6. Urgent Items

To consider such other business as, in the opinion of the Chairman of the meeting is of sufficient urgency to warrant consideration and is not likely to involve the disclosure of exempt information.

MINUTES OF A MEETING OF THE
PERFORMANCE, AUDIT AND GOVERNANCE
SCRUTINY COMMITTEE HELD IN THE
COUNCIL CHAMBER, WALLFIELDS,
HERTFORD ON TUESDAY 4 SEPTEMBER
2018, AT 7.00 PM

PRESENT: Councillor M Pope (Chairman)
Councillors A Alder, P Ballam, P Boylan,
R Brunton, S Cousins, K Crofton,
D Oldridge, L Radford, S Reed, P Ruffles,
T Stowe and J Wyllie

ALSO PRESENT:

Councillors E Buckmaster and J Kaye

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Isabel Brittain	- Head of Strategic Finance and Property
Steven Dupoy	- Leisure and Environment Services Manager

ALSO IN ATTENDANCE:

Simon Martin	- Shared Internal Audit Service
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152 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reminded Members of the need to move and second recommendations other than those relating to presentations.

153 APOLOGY

An apology for absence was submitted on behalf of Councillor T Page. It was noted that Councillor R Brunton was substituting for Councillor T Page.

154 MINUTES

It was moved by Councillor A Alder and seconded by Councillor J Wyllie that the Minutes of the meeting held on 24 July 2018 be confirmed as a correct record and signed by the Chairman. After being put the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that the Minutes of the meeting held on 24 July 2018 be confirmed as a correct record and signed by the Chairman.

155 ANNUAL LEISURE REPORT 2017

The Executive Member for Health and Wellbeing submitted a report which reviewed the Council's ten year leisure contract with Sport and Leisure Management Ltd (SLM) trading as "Everyone Active" (EA).

The Leisure and Environment Service Manager provided an overview of the report which in summary was positive, adding that some areas needed improvement, specifically

those relating to pool attendances. The Leisure and Environment Service Manager advised Members of a correction to the “net cost of Leisure Service per user” which was 0.65p and not 0.22p as shown in the report.

Councillor P Ruffles welcomed the report and asked whether any information was available as a benchmark from neighbouring areas which provide a context to the information presented.

The Leisure and Environment Service Manager explained the difficulties in trying to find “like for like” comparators for benchmarking purposes. The Executive Member for Health and Wellbeing supported this viewpoint adding that many of the Council’s facilities were 40-50 years old. He referred to the Council’s new leisure strategy which aimed to derive an income rather than currently having to provide a management fee.

Councillor P Boylan suggested the use of caution around the use of the Net Promoter Score which could, he suggested, be manipulated.

Members expressed concern at the decline in swimming generally and particularly under 60 years of age which was reported at three of the five Council run pools. Councillor D Oldridge referred to the activities provided by Everyone Active and the absence of schools in relation to adding social value. He asked that Officers seek information from EA on what they were doing to engage with schools. This was supported. Councillor P Ballam referred to changes in physical education provided at schools which she believed, contributed to obesity in young people.

Councillor K Crofton concurred with the view that the

Council needed to find out what the service provider was doing to increase levels of participation and especially within the 16-19 age group. He spoke of the need to work with partners, including HCC to get everyone into physical activity. Councillor P Ruffles questioned whether anything should be done from the viewpoint of lobbying in terms of the promotion of leisure. The Leisure and Environment Service Manager explained that the service had a strong foundation but that there was still more to do.

The Leisure and Environment Service Manager explained the current contract financial arrangements with the operator and proposals to invest heavily within leisure provision which would generate income for the Council. Councillor K Crofton referred to the number of reportable accidents and queried whether there was any pattern to the accidents and the Council's liability position. Assurances were provided that these were properly recorded and that any pattern would be quickly addressed by the operator. The Head of Strategic Finance and Property explained that the operator would have appropriate insurances in place and that this would be addressed as part of the contract stage.

Members supported the suggestion that Officers ask the operator to provide a breakdown of all reportable accidents, how these are addressed and relevant policies (such as managing risk) and that this be circulated to Members. Members also supported the suggestion that the risk register be reviewed to ensure that the Council had in place, adequate insurance to ensure that the Council's liability and reputation was protected in the event of a claim.

It was moved by Councillor D Oldridge and seconded by

Councillor S Cousins that the Annual Leisure Contract Performance Report for 2017 be received, including a request for further information on engagement with schools, an accident analysis and review of risk assurance. After being put the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED - that (A) the Annual Report be received;

(B) Officers seek information from Everyone Active on:

- engagement with schools, and
- a detailed breakdown on reportable accidents, how these are addressed and the operator's policies (such as managing risk) and how these are applied; and

(C) Officers review the Council risk register to ensure that sufficient safeguards are in place to protect the Council's liability and reputation.

156 QUARTERLY CORPORATE HEALTHCHECK - QUARTER 1 2018-19

The Head of Strategic Finance and Property and the Head of Communications, Strategy and Policy submitted a report which reviewed both the capital and revenue budgets and 33 key corporate performance indicators. The Head of Strategic Finance and Property explained that at the present moment, there was a £16K underspend.

Councillor D Oldridge sought and was provided with clarification on why the Council had achieved such positive

results than this time last year and issues around customer satisfaction of the website. The Head of Strategic Finance and Property Services explained that it was more about the information customers received from the website. Councillor K Crofton expressed concern regarding the planning overspend and was advised that this was a projected outturn figure. The Head explained the new policy of "growing your own" as a start-up apprenticeship scheme and how this would impact on the use of capital receipts.

The Committee Chairman referred to staff recruitment and queried whether this was something Members needed to review. He further commented on the overspend on IT. The Head of Strategic Finance and Property explained that a new head of service had recently been appointed and that further investment was needed to bring the Council up to speed in terms of digital services. Councillor J Wyllie commented that IT frequently let the Council down and that he was unsure as to whether East Herts benefited from a shared service arrangement.

Councillor P Boylan referred to the affordable housing figures for quarter 1 stating that the figures were very small and that the targets were missing. He added that he was not sure what the Council was achieving. Members supported the suggestion that the Head of Housing and Health be requested to provide information on affordable housing targets and what had been achieved across the district.

Councillor P Ruffles expressed concern about the Performance Indicator code QC HH 151 (Number of homeless households living in temporary accommodation at the end of the quarter) adding that he was aware that

there were more than 18.

Councillor D Oldridge sought further information regarding residual household waste and the absence of a target. The Head of Strategic Finance and Property said that she would ask the Head of Operations to write to Members.

The Committee Chairman sought and was provided with clarification on the capital budget 2018/19 in respect of the investment in operational assets, Hertford Theatre and rental income from Charrington's House and supported a request to receive an update on Charrington's House generally.

It was moved by Councillor J Wyllie and seconded by Councillor A Alder that the Quarterly Corporate Healthcheck report for Quarter one, 2018-19 be received, including targets on affordable housing, targets on residual household waste and a general update on Charrington's House. After being put the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED - that (A) the projected revenue budget forecast underspend of £16K in 2018/19 be noted (paragraph 2.1);

(B) the capital budget for 2018/19 of £4.69m be noted (paragraph 6.1);

(C) the reported performance and actions for the period April 2018 to June 2018 be noted (paragraph 7) and the Annual Report be received;

(D) the Head of Housing and Health write to

Members with updated affordable housing figures in terms of the targets achieved across the district;

(E) the Head of Operations be requested to provide information regarding residual household waste and targets for this indicator; and

(F) the Head of Strategic Finance and Property be requested to provide Members with updated information on Charrington's House generally.

157 ANNUAL TREASURY REVIEW 2017/18 OUTTURN

The Executive Member for Finance and Support Services submitted a report reviewing the Council's treasury management activities for 2016/17 including the prudential indicators and which identified the associated impact on the 2017/18 Treasury Management Strategy.

The Head of Strategic Finance and Property provided a positive update in terms of the interest rates being achieved.

The Head provided an update of the Council's key investment projects. Councillor K Crofton asked for further information on the Walkern development windfall and sought further information about how this would be spent. The Head of Strategic Finance and Property said she would look into this and advise Members.

The Committee Chairman queried the revised CIPFA codes and whether it would be useful to see these. The Head of Strategic Finance and Property explained that she would write to all Members if the Council was impacted by these changes.

It was moved by Councillor J Wyllie and seconded by Councillor K Crofton that the Annual Treasury Review 2017/18 Outturn and Prudential Indicators be approved, including an update on the Walkern Development windfall. After being put the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that (A) the 2017/18 Treasury Management Activity and Prudential Indicators be approved; and

(B) the Head of Strategic Finance and Property provide an update to Members on the Walkern Development windfall.

158 SHARED INTERNAL AUDIT SERVICE (SIAS) - ANNUAL REPORT 2017/18

The Shared Internal Audit Service (SIAS) submitted the Annual Report for 2017/18. The SIAS Officer provided a summary of the report. Councillor P Boylan sought and was provided with clarification on the significant differences in the Partner / Consultancy budget and outturn figures. The Head of Strategic Finance and Property explained that there had been a re-structure and in the interim, there was a need to use consultancy staff in order to be compliant with work which needed to be undertaken. The Head of Strategic Finance undertook to write to Members with a breakdown. She added that SIAS had now filled the roles that had been vacant.

It was moved by Councillor D Oldridge and seconded by Councillor S Cousins that the Shared Internal Audit Service Annual Report 2017/18 be approved, including the

provision of a breakdown of partner / consultancy budget figures. After being put the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED - that (A) the Shared Internal Audit Service Annual Report 2017/18 be received; and

(B) the Head of Strategic Finance and Property provide a Members with a breakdown of Partner / Consultancy Budget Outturn figures.

159 SHARED INTERNAL AUDIT SERVICE (SIAS): PROGRESS REPORT

The Shared Internal Audit Service submitted a progress report on the service. The SIAS Officer provided a summary of the report.

The Committee Chairman referred to the issue of cyber security. The Head of Strategic Finance and Property explained the difficulties within IT Shared Services and that a new head of service had been appointed to ensure that East Herts would have the same coverage as Stevenage Council. She explained that more information would be made available to the November 2018 meeting.

Councillor P Boylan expressed concern that this had been under discussion since March 2018. The Shared Internal Audit Service Officer and Head of Strategic Finance and Property undertook to speak with the new IT Head of Service to move this forward.

The Committee Chairman queried whether tree surveying was included in the new Grounds Maintenance Contract. The Head of Strategic Finance and Property undertook to

ask the Head of Operations to confirm the position.

Councillor A Alder sought and was provided with clarification regarding the number of houses in multiple occupation.

It was moved by Councillor J Wyllie and seconded by Councillor L Radford that recommendations within the Shared Internal Audit Service Progress Report be approved, including a progress report on cyber security and whether tree surveying was in the Grounds Maintenance Contract. After being put the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that (A) the Internal Audit Progress report be received;

(B) the status of critical and high priority recommendation be noted;

(C) the new Head of IT for Shared Services be requested to report to the November meeting on the issue of cyber security; and

(D) the Head of Operations write to Members to confirm whether tree surveying was included in the new Grounds Maintenance Contract.

160 PERFORMANCE, AUDIT AND GOVERNANCE - WORK PROGRAMME 2018/19

The Chairman of Performance, Audit and Governance Scrutiny Committee submitted a report setting out the Committee's future work programme.

The Committee Chairman referred to the vacant Scrutiny Officer's position and explained that he had been advised that only one application had been received and that the Head of Legal and Democratic Services was investigating the possibility of a locum. Councillor J Wyllie queried why only one application had been received and whether the grade was sufficient to attract suitable applicants.

It was moved by Councillor D Oldridge and seconded by Councillor J Wyllie that the draft work programme be supported. After being put the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that the draft work programme for Performance Audit and Governance Scrutiny Committee, as now detailed, be approved.

The meeting closed at 8.45 pm

Chairman
Date

EAST HERTS COUNCIL

PERFORMANCE, AUDIT AND GOVERNANCE SCRUTINY: 20 NOVEMBER 2018

REPORT BY CHAIRMAN OF PERFORMANCE, AUDIT AND GOVERNANCE

SCRUTINY WORK PROGRAMME

WARD(S) AFFECTED: *none*

Purpose/Summary of Report

- To review and determine the future work programme of Performance, Audit and Governance Scrutiny Committee.

RECOMMENDATION FOR DECISION:	
(A)	the work programme shown in this report (Essential Reference Paper B attached) be agreed.

1.0 Background

1.1 Items previously required, identified or suggested for the PAG work programme are set out in **Essential Reference Paper 'B'**.

1.2 Scrutiny committees have the power of influence and are entitled to review and scrutinise the functions of the Council and the decisions of the Executive. The Committee serves as a 'critical friend' and is not a decision-making body but can make recommendations to the Executive.

2.0 Report

2.1 The draft agenda for 2018/19 meetings of PAG Committee is shown in **Essential Reference Paper 'B'**. The timing of some

items shown may have to change depending on availability of essential data (eg. from central government) and officers.

- 2.2 Members are welcome to submit a scrutiny proposal at any time by completing a Scrutiny Proposal Form (**Essential Reference Paper 'C'**) providing officers with sufficient information to ensure their specific questions are addressed. The Scrutiny Officer will then liaise with officers and the Scrutiny Chairman to consider the best way to address the subject and complete a scoping document.
- 2.3 Members agreed to extend an invitation to an Executive Member to provide an overview on their portfolio, followed by questions from the Committee at each meeting. The Committee is asked to consider which Executive Members to invite to each meeting for 2018/19.
- 2.4 Members are asked whether there is any training relevant to scrutiny or to the function and remit of the PAG Committee that they wish to suggest.
- 3.0 Implications/Consultations
- 3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers: none

Contact Member: PAG, Committee Chairman: Councillor M Pope
mark.pope@eastherts.gov.uk

Contact Officer: Alison Stuart, Head of Legal and Democratic Services
alison.stuart@eastherts.gov.uk

Report Author: Michael Edley: Scrutiny Officer
Mike.edley@eastherts.gov.uk

ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

<p>Contribution to the Council's Corporate Priorities/ Objectives <i>(delete as appropriate):</i></p>	<p>Priority 1: Improve the health and wellbeing of our communities</p> <p>Priority 2: Enhance the quality of people's lives</p> <p>Priority 3: Enable a flourishing local economy</p> <p>The primary aim of the scrutiny process is to ensure, through enquiry, investigation and evaluation, that the Council's policies and services and those of its partners, reflect their corporate objectives.</p>
<p>Consultation:</p>	<p>Potential topics for scrutiny are always invited from officers and the Executive and all Members and the public are asked through an annual invitation in the 'council tax' edition of LINK magazine which is delivered to every household. The work programme is refreshed at every scrutiny committee through this standing item on the agenda.</p>
<p>Legal:</p>	<p>According to the Council's constitution, the scrutiny committees are responsible for the setting of their own work programme in consultation with the Executive and in doing so they shall take into account wishes of members on that committee who are not members of the largest political group on the Council.</p>
<p>Financial:</p>	<p>There are no financial implications arising from this report.</p>
<p>Human Resource:</p>	<p>Any additional meetings and every task and finish group has resource needs linked to officer support activity and time for officers from the services to make the required input.</p>
<p>Risk Management:</p>	<p>Scrutiny is about risk management, politically and organisationally. None the less, matters which may benefit from scrutiny may be overlooked. The selection of inappropriate topics for review would lead to inefficient use of resources for the council and</p>

	potentially its partners and damage the reputation of the council and its relations with partners. These risks are minimised by ensuring ongoing consultation regarding the committees work programmes with councillors, officers and the wider public.
Health and wellbeing – issues and impacts:	The broad remit of scrutiny is to review topics which are of concern to the public, many of which will have an impact on the general wellbeing of residents of East Herts.
Equality Impact Assessment required:	Not required although this maybe a valid line of inquiry for Scrutiny.

Performance, Audit & Governance Scrutiny (PAG) Committee Work Programme 2018/19

NB: This is a working document and will be regularly subject to amendment

Meeting Date	Topic	Lead Officer	Notes
4 September 2018 Deadline 22 Aug	Annual Leisure Performance Report 2017	Jess Khanom, Head of Operations	<ul style="list-style-type: none"> • Agreed at May 2017 meeting. To go to this meeting or May/June 2018 • [NB: Last year Leisure Contract Year 8 report: Members asked that a fine breakdown of satisfaction data to show very/fairly etc. be included] • Moved from May as new officer not yet in position. • AND invite Eric Buckmaster as portfolio holder
	Q1 Financial Health Check Report(April – June 2018), and Medium Term Financial Plan Update	Isabel Brittain, Head of Strategic Finance	<i>Performance section: Ben Wood</i> <i>Risk Management: Graham Mully</i>

Meeting Date	Topic	Lead Officer	Notes
	Treasury Management Strategy Review 17/18 Outturn	Isabel Brittain, Head of Strategic Finance	
	Annual Audit Letter/Report and response to Audit Letter	Isabel Brittain, Head of Strategic Finance Natalie Clark, Ernst & Young	Email report deadline to Natalie Clark, EY
	SIAS Shared Internal Audit Plan Update	Simon Martin HCC	<i>possibly combine these reports into 1 item</i>
	Annual SIAS- Board Report 2016-17	Simon Martin HCC	
	Work Programme	Scrutiny officer	
20 November 2018	Old River Lane Development	Liz Watts. CEX	<i>Draft report with MTE</i>
Deadline: 7 November 2018 (midday)	Introduction by Portfolio Holder: Finance & Support Services	Cllr Geoff Williamson	<i>as joint scrutiny meeting gives opportunity for OS members to have Q&A on this portfolio</i>
NB: THIS IS A JOINT SCRUTINY COMMITTEE	Treasury Management Strategy 2018-19 & Medium Term Financial Plan	Isabel Brittain, Head of Strategic Finance and External Auditor from Ernst & Young	

Meeting Date	Topic	Lead Officer	Notes
MEETING (Both OS and PAG Members to attend to scrutinise Budget and service plans)	2019/20 Corporate Service Plans	Ben Wood, Head of Comms, Strategy and Policy Nathan Bookbinder, Policy Officer	All heads of service to be present to answer project related questions.
20th November 2018 PAG (to follow Joint Meeting) Deadline midday, 7 November 2018	Minutes of Meeting of 4 th September 2018		Number of actions that need a response from Directors/HoS
	Forward Work Programme	Michael Edley	
22 January 2019 Deadline: 9 January 2019	Q2 Financial Health Check Report(July – Sept 2018), incl section on performance And to include Corporate strategic plan progress to include risk management commentary	Isabel Britain, Head of Strategic Finance, Alison Street, Finance Business Partner Ben Wood, Head of Comms, Strategy and Policy for performance and corporate strategic	To include: <ul style="list-style-type: none"> • section on performance Corporate strategic plan progress

Meeting Date	Topic	Lead Officer	Notes
		plan progress	
	Treasury Management - Mid-year Review 2017-18	Isabel Brittain, Head of Strategic Finance	
	Update on the Implementation of the Annual Governance Statement 2018/19 – Action Plan	Isabel Brittain, Head of Strategic Finance	
	Annual Audit Letter and External Audit Grants Certification Summary	Natalie Clark, EY	Email Natalie Clark EY with report deadline details
	Shared Internal Audit Service (SIAS) Update on Audit Plan	Simon Martin SIAS, HCC	
	Progress on Anti-Fraud Plan 2018/2019	Nick Jennings, SAFS, HCC	Progress - Anti-Fraud Plan 2018/2019 <i>(NJ Confirmed OK)</i>
	Cyber security and IT disaster recovery	Helen Standen, Director	Requested via PAG 24 July 2018. Held over at CE's request (email 19 Sept 2018)
	Section 106 Agreements (inc a	Helen Standen, Director	Requested via PAG 24 July

Meeting Date	Topic	Lead Officer	Notes
	financial statement summarising the position)	and Head of Planning and Building Control	2018. Held over at Dep CE's request (email 19 Sept 2018)
	Forward Work Programme	Scrutiny Officer	
12 March 2019 Deadline 26 th February 2019	Q3 Financial Health Check Report(Oct – Dec 2019), incl section on performance And risk management	Isabel Brittain, Head of Strategic Finance	Including Performance section (Ben Wood) Risk management: Graham Mully
	External Auditor 2018-19 Audit Plan	External Auditor from Ernst & Young	Email Natalie Clark EY with report deadline
	Shared Anti-Fraud Service with draft plan for 2019/20 for approval	Nick Jennings HCC	SAFS/EHC Anti-Fraud Plan 2019/2020
	Shared Internal Audit Plan (SIAS) 2019/20	Simon Martin SIAS, HCC	Propose to combine into 1 report
	SIAS Audit Plan Update	As above	SAFS/EHC Anti-Fraud Plan 2019/2020
	Annual Review of Risk Management Strategy	Isabel Brittain, Head of Strategic Finance/Graham Mully,	Annual Update To go to this meeting or

Meeting Date	Topic	Lead Officer	Notes
		Risk and Insurance Business Advisor	May/June 2019
	Annual Leisure Performance Report 2018	Head of Operations, Jess Khanom	Annual Update To go to this meeting or May/June 2019
	Scrutiny Work Programme	Michael Edley: Scrutiny Officer	
July 2019 (final date to be determined)	Review of Council's Insurance Contract	Isabel Brittain, Head of Strategic Finance and Business Insurance Risk Advisor	Report back on the Council's position as an uncommitted founding Member of the LGA Mutual (Requested by PAG 24 July 2018)
	Scrutiny Work Programme	Michael Edley: Scrutiny Officer	

Other items/notes:

- **Financial Healthcheck Reports** (Isabel Brittain, Head of Strategic Finance)
Finance will continue to provide quarterly finance health checks for 2018-19.
The dates for the quarterly finance healthchecks to go to PAG are as following:
Quarter 1 (April – June 2018) PAG – 4/09/2018
Quarter 2 (July – September 2017) PAG – 20/11/2018
Quarter3 (October – December 2017) PAG – 12/03/2018
Outturn (full year 2018/19) PAG – will go to PAG in July 2019
- Insurance Options to PAG July 2019 – Review of current arrangements requested at PAG 24 July 2018
- **Complaints lodged with the monitoring officer** (Alison Stuart, Head of Democratic and Legal Support Services) - This will be as and when there are updates to report.
- **Constitution Review Update** (Alison Stuart, Head of Democratic and Legal Support Services) Item removed from work programme as it will go to full council.
- **Shared Anti-Fraud Service (SAFS):**

November reports: *Progress - Anti-Fraud Plan 2018/2019 & SAFS/EHC Anti-Fraud Report 2017/2018.*

March report: *SAFS/EHC Anti-Fraud Plan 2019/2020*

- **Shared Internal Audit Service (SIAS):**

24 July 2018: Shared Internal Audit Service – update on Annual Assurance; Shared Internal Audit Service – update on Audit Plan

4 September 2018: SIAS Shared Internal Audit Plan Update; Annual SIAS- Board Report 2017-18

22 Jan 2019: Shared Internal Audit Service (SIAS) Update on Audit Plan

12 March 2019: Shared Internal Audit Plan (SIAS) 2019/20; SIAS Audit Plan Update

- **Risk Monitoring:**

24 July 2018: Risk Management Monitoring Report (January - March 2018)

4 September 2018: Risk Management Monitoring Report (April – June 2018)

20 November 2018: Risk Management Monitoring Report (July to Sept 2018)

12 March 2019: Risk Management Monitoring Report (Oct to Dec 2019)

- **Review of the introduction of ‘pay-on-exit’ parking software:**

Officers will provide a briefing note for the Committee on this subject in May/June 2018

Items to be scoped/added:

- Staff recruitment/retention (including Planning)

- IT resilience (including Cyber security, BATs shared service and additional costs of license software)

Officers have confirmed that this will be covered by the Overview and Scrutiny Committee’s scrutiny

of Shared Services, which will be considered at a single item meeting, date TBC. (PAG 24 July 2018)

- Section 106 - review of the management of S106 payments (PAG 24 July 2018)

Information:

- Housing Associations – General Concerns repairs etc (Discussed at PAG 24 July - within the remit of OS Committee)

PERFORMANCE, AUDIT AND GOVERNANCE SCRUTINY – Deadlines for Papers

DATE OF MEETING	REPORT DEADLINE (midday)
4 September 2018	22 August 2018
20 November 2018	7 November 2018
22 January 2019	9 January 2019
12 March 2019	26 February 2019

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ESSENTIAL REFERENCE PAPER C

Topics for Scrutiny may be proposed by Members and Officers of East Herts Council, staff of its partner organisations, and by residents of East Hertfordshire.

The aim of this form is to secure as much initial information about the issue at an early stage so that a decision as to whether to proceed is based upon sound evidence.

SCRUTINY PROPOSAL FORM

Name of proposer:

Please answer the following questions as fully as possible continuing on separate sheet/s if necessary

What would you like to suggest for investigation / review by scrutiny?

Why would you like this to be reviewed? (Include the main issues/concerns to be considered)

What would be the likely benefits and outcomes of carrying out this investigation / review?

Relevant witnesses, existing documentation and research/consultation required

Estimated resource implications (e.g. research group, one-off report, dedicated meeting etc) to achieve the likely outcome. The outcome must be proportionate to the cost of carrying out the review.

Will this investigation / review contribute to one or more of the Council's Strategic Priorities? If so, which (please tick)?	
Improve the health and wellbeing of our communities	
Enhance the quality of people's lives	
Enable a flourishing local economy	
Will this investigation / review meet one or more of the criteria below? If so, which (please tick)?	
Public Interest: The issue has been identified as a concern by local people and affects a significant proportion of the local population or disproportionately affects a particular community of place, interest or association.	
Impact (Value): Resolution of the issue will make a significant improvement to the social, economic and environmental wellbeing of residents, or particular community of place, interest or association.	
Relevance: The issue is relevant and does not duplicate existing work being undertaken elsewhere	
Partnership working or external scrutiny: The issue involves moving towards collective action and community leadership	

Would you like to be involved in the investigation / review?	
Yes	No
Date of request:	Signed:

Please return this form to:

Scrutiny Officer, East Herts Council, Wallfields, Pegs Lane, Hertford, SG13 8EQ

Email: scrutiny@eastherts.gov.uk and copy to mike.edley@eastherts.gov.uk