

**Overview and Scrutiny Committee and Audit and Governance Committee - Consolidated Work Programmes 2020/21**

*(this is a working document and is subject to regular amendment)*

<b>Meeting Date</b> <b>Overview and scrutiny</b>	<b>Topic and Notes</b>	<b>Lead Member and Officer</b>	<b>Meeting Date</b> <b>Audit and Governance</b>	<b>Topic and Notes</b>	<b>Lead Member and Officer</b>
<b>15 September 2020</b>	<p>Update on the progress in relation to the Climate Change Action Plan and progress in relation to the 2030 Carbon neutrality aspirations.</p> <p><i>With the agreement of Members at the last (June 2020) meeting, updates would be presented prior to each meeting.</i></p>	<p>Executive Member for Environmental sustainability and David Thorogood</p>	<b>22 September 2020</b>	<p>External Audit Fees</p>	<p>Suresh Patel, Ernst Young</p>

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	<p>Social Housing – Report of the Task and Finish Group.</p> <p><i>Report and recommendations following the Task and Finish Group’s review of collaborative arrangements with two housing associations and a sample of their tenants.</i></p>	<p>Head of Housing and Health</p>			
	<p>Large Scale Projects – Project</p>	<p>Respective Project Managers</p>		<p>SIAS Update</p>	<p>Simon Martin SIAS Audit Manager</p>

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	<p>Management in terms of Expenditure Vs Budget, delivery timescales</p> <p><i>Members' briefing provided on 16 July on Hertford Theatre. Request by Councillor Goldspink for an update on Hartham Leisure</i></p> <p><b><i>(request for information later withdrawn by the</i></b></p>	<p>.</p>			

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	<i>Member on 31 July 2020) as there would be briefing to all members "Shaping Hertford" on 20 August 2020</i>				
	Policy for Enforcing Standards for Private Sector Landlords	Head of Housing and Health			
	Council Tax Reduction Scheme 2021/22	Head of Revenues and Benefits Shared Services		SAFs Update	Nick Jennings Head of Service (SAFs)
	Work Programme	Lorraine Blackburn, Scrutiny Officer	<b>17 November 2020</b>	Section 106 Agreements: a) review of	Helen Standen Dep CE and Jackie Bruce Infrastructure and

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				policy and also of the receipt and b) the utilisation of funds received	Contributions Spend Manager
<b>3 Nov 2020</b>	How the Council reacted to the Corona Virus  <i>Requested by the Chairman of OS Committee at the meeting on 16 June. At the request of the CE and with the agreement of the Chairman this would</i>	Invitation to the Leader and CE to present an interim report		Annual Governance statement	Bob Palmer Head of Strategic finance and Property

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	<i>be provided to Members on 3 November 2020.</i>				
	Annual Scrutiny Report	James Ellis, Head of Legal and Democratic Services			
	Code of Conduct Review	James Ellis, Head of Legal and Democratic Services		Corporate Budget Monitoring Quarter 1	Ben Wood, Head of Communications Strategy and Policy and Bob Palmer Head of Strategic Finance and Property
	Work Programme	Lorraine Blackburn, Scrutiny Officer		Constitution Review	James Ellis Head of Legal and Democratic Services
	Annual Complaints	Head of		Standards Update	James Ellis Head of

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	Report	Communications, Strategy and Policy			Legal and Democratic Services
				Work Programme	Lorraine Blackburn, Scrutiny Officer

**Updates**

<b>Overview and Scrutiny Committee</b>	<b>Audit and Governance</b>
<p><b>Social Housing Event:</b> Members will recall that this Task and Finish Group was established to review the relationship between the Council and Social Housing providers. The Task and Finish Group met on 19 December 2020 to agree a Terms of Reference. Virtual meetings took place on 10 March, 16 March and 25 June (adjourned because of a zoom related</p>	<p><b>Corporate Budget Monitoring Report (formerly the Financial Health Check reports) will be provided quarterly.</b></p> <p>The dates for the quarterly Corporate Budget Monitoring reports to go to A&amp;G:                      Quarter 3 (2019/20) – March 2020</p>

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<p>issue then reconvened on 30 June). The report to Members summarises the findings of the meetings and proposes a number of recommendations for consideration by O&amp;S and to the Executive for further consideration. Members also noted that a both Clarion Housing and Network Homes would be making a presentation to all Members later in the year.</p> <p><b>Parking Policies – Report of the Task and Finish Group</b> following consideration by the Executive: Update</p> <p>Members will recall that this was considered by the Executive on 11 February. At that meeting it was agreed that Head of Operations, in consultation with the Chairman of the Overview and Scrutiny Committee and Chairman of the Parking Task and Finish Group, and with the Executive Member for Environmental Sustainability were tasked with assessing the full viability of the recommendations</p>	<p>Outturn (full year 2019/20) – July 2020            Quarter 1 (April – June 2020) – September 2020            Quarter 2 (July – September 2020) - November 2020            Quarter 3 (October – December 2020) – March 2021</p> <p>Complaints lodged with the Monitoring Officer (Head of Democratic and Legal Support Services). When there are updates.</p> <p>Changes to Constitution Review Update (Head of Democratic and Legal Support Services): When there are updates.</p> <p>Shared Anti-Fraud Service Report (SAFs). At every meeting.</p> <p>Shared Internal Audit Service (SIAS). At every meeting.</p>



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<p>by the Executive and report back to the Executive setting out cost implications. This matter was to be reported back to the Executive in the context of the MTFP i.e. a £200k uplift in parking income. Due to COVID-19 the council ceased parking charges and have lost a significant level of income (approx. £900k). Furthermore, parking behaviour has changed in the short term i.e. with less commuters in our car parks. The Head of Operations is reviewing the position with the portfolio holder weekly but fundamentally the landscape of parking has changed and Officers need to explore how best the Council can respond to that.</p>	

**Looking Forward 2020/21**

<b>Overview and Scrutiny Committee</b>	<b>Due date</b>	<b>Audit and Governance</b>	<b>Due Date</b>
RIPA and Use of Social Media - report back (Head of	June 2021		

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<b>Legal and Dem Svs)</b>			

**Notes:**

*Members will note the new format of the Consolidated Work Programme. It was felt that by combining both work programmes might provide Members with a better insight into the issues to be considered by both committees and respective timeframes and so aid the process of scrutiny.*

*Additionally, Members should note that the Chairman and Vice Chairman of both Committees are now meeting quarterly with the Leader and Deputy Leader to consider both work programmes in the context of the Council's Forward Plan to facilitate better scrutiny and review where necessary.*