

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)

Meeting Date Overview and scrutiny	Topic and Notes	Lead Member and Officer	Meeting Date Audit and Governance	Topic and Notes	Lead Member and Officer
15 September 2020	<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>	22 September 2020	<p>External Audit Update</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>SIAS Update</p>	<p>Simon Martin SIAS Audit Manager</p>
	<p>Large Scale Projects – Project</p>	<p>Respective Project Managers</p>		<p>SAFs Update</p>	<p>Nick Jennings Head of Service (SAFs)</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><i>(request for information later withdrawn by the</i></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		Strategic Risk Register Quarterly Update	Graham Mulley Risk Assurance Manager
	Council Tax Reduction Scheme 2021/22	Head of Revenues and Benefits Shared Services		Annual Governance Statement	Head of Strategic Finance and property
				Statement of Accounts 2019/20	Head of Strategic Finance and Property

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	Work Programme	Lorraine Blackburn, Scrutiny Officer		Financial Monitoring Quarter 1	Head of Strategic Finance and Property
3 Nov 2020	<p>How the Council reacted to the Corona Virus</p> <p><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 be provided to</i></p>	<p>Invitation to the Leader and CE to present an interim report</p>	17 November 2020	<p>Section 106 Agreements:</p> <p>a) review of policy and also of the receipt and b) the utilisation of funds received</p>	<p>Helen Standen Dep CE and Jackie Bruce Infrastructure and Contributions Spend Manager</p>

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	<i>Members on 3 November 2020.</i>				
	Work Programme	Lorraine Blackburn, Scrutiny Officer		Corporate Budget Monitoring Quarter 1	Ben Wood, Head of Communications Strategy and Policy and Steven Linett Head of Strategic Finance and Property
	Annual Complaints Report	Head of Communications, Strategy and Policy		Constitution Review	James Ellis Head of Legal and Democratic Services
	Cultural Strategy	Head of Housing and Health		Standards Update	James Ellis Head of Cultural Strategy Cultural Strategy Legal and Democratic Services

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	Performance Report Quarters 1 and 2	Head of Communications Strategy and Policy		Work Programme	Lorraine Blackburn, Scrutiny Officer
	Revenues and Benefits Annual Report	Head of Revenues and Benefits Shared Services		Data Retention	Head of Legal and Democratic Services

Updates

Overview and Scrutiny Committee	Audit and Governance
<p>Parking Policies - Report of the Task and Finish Group 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</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</p>

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Overview and Scrutiny Committee	Audit and Governance
<p>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 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>	<p>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>

Looking Forward 2020/21

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Overview and Scrutiny Committee	Due date	Audit and Governance	Due Date
Review of capital projects in the Council's Capital Programme (Project Managers)	3 November 2020 or 8 December 2020		
Annual Scrutiny Report (Head of Legal and Democratic Services and Scrutiny Officer)	November or 8 December 2020		
RIPA and Use of Social Media - report back (Head of Legal and Democratic Services)	June 2021		

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.

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