

Appendix A

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>	Executive Member for Environmental sustainability and David Thorogood	22 September 2020	External Audit Update	Suresh Patel, Ernst Young

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	Social Housing – Report of the Task and Finish Group (see note below).	Head of Housing and Health		SIAS Update	Simon Martin SIAS Audit Manager
	Large Scale Projects – Project Management in terms of Expenditure Vs Budget, delivery timescales <i>Members' briefing provided on 16 July</i>	Respective Project Managers .		SAFs Update	Nick Jennings Head of Service (SAFs)

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	<i>on Hertford Theatre. Request by Councillor Goldspink for an update on Hartham Leisure</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	How the Council reacted to the Corona Virus	Invitation to the Leader and CE to present an interim report	17 November 2020	Section 106 Agreements: a) review of policy and also of the receipt and b) the utilisation of funds received	Helen Standen Dep CE and Jackie Bruce Infrastructure and Contributions Spend Manager
	Work Programme	Lorraine Blackburn, Scrutiny Officer		Corporate Budget Monitoring Quarter 2	Ben Wood, Head of Communications Strategy and Policy and Steven Linett Head of Strategic

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					Finance
				Treasury Management Outturn 2019/20 and Treasury Management Mid-Year Review 2020/21	Head of Strategic Finance
	Annual Complaints Report	Head of Communications, Strategy and Policy		Budget 2021/22 and MTFP Plan 2021-2024 Proposals	Head of Strategic Finance and Property
	Performance Report Quarters 1 and 2	Head of Communications Strategy and Policy		Standards Update	James Ellis Head of Legal and Democratic Services

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	Revenues and Benefits Annual Report	Head of Revenues and Benefits Shared Services		Strategic Risk Monitoring 2020/21 Quarter 2	Graham Mully, Insurance and Risk Business Advisor
	Environmental Climate Change	Head of Housing and Health			
8 Dec 2020				Work Programme	Lorraine Blackburn, Scrutiny Officer
	Presentation by the PCC Mr David Lloyd and Cl Orton			GDPR and Data Retention	James Ellis Head of Legal and Democratic Services
				Members' Constitution Review Group	James Ellis Head of Legal and Democratic Services

PLEASE NOTE THAT THERE WILL BE A JOINT MEETING OF OVERVIEW AND SCRUTINY AND AUDIT AND GOVERNANCE COMMITTEES ON 12 JANUARY 2021* (this may be a one item agenda) (to be confirmed)

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2 February 2021	Parking Recommendations – Executive Responses		12 January 2021	*Budget 2021/22 and Medium Term Financial Plan 2021-24-	Steven Linnett Head of Strategic Finance and property
				Unit Costs Report on Benchmarking	Steven Linnett Head of Strategic Finance and property
	Annual Scrutiny Report			Investment Strategy 2021/22	Steven Linnett Head of Strategic Finance and property
				Capital strategy and Minimum revenue Policy Provision 2021/22	Steven Linnett Head of Strategic Finance and property
				SIAS Internal Audit Plan	Simon Martin

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				Progress Report	
				Internal Audit Progress Report	
				Internal Audit Plan 2021/22	
				External Auditors Annual Audit Letter 2019/20	
				Financial Management 2020/21 Quarter 2 forecast to Year End	Steven Linnett
				External Audit Fees Letter	
				External Auditors	

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				Report on grant Claim Certification for Year ended 31 March 2021	
			16 February 2021		

Updates

Overview and Scrutiny Committee	Audit and Governance
Parking Policies – Report of the Task and Finish	Complaints lodged with the Monitoring Officer

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<p data-bbox="188 352 1025 443">Group following consideration by the Executive: Update</p> <p data-bbox="188 504 1070 595">Report considered by Executive on 24 November 2020 which agreed a number of recommendations.</p>	<p data-bbox="1128 352 1989 443">(Head of Democratic and Legal Support Services). When there are updates.</p> <p data-bbox="1128 504 1980 644">Changes to Constitution Review Update (Head of Democratic and Legal Support Services): When there are updates.</p>
<p data-bbox="188 762 1106 903">Enhancing the Council's working arrangements with Social Housing providers (Report of the Task and Finish Group to the Executive)</p> <p data-bbox="188 963 1061 1203">Update: Report and recommendations to the Executive (6 October) was "held over" at Executive Pre until a "bigger piece of work" had been carried out. Updates will follow as and when further information becomes available.</p>	

Looking Forward - End of 2020 to 2021

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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)	Presentation provided on Capital Projects review on 11 November at all Member Briefing	Quarterly Corporate Budget Monitor – Quarter 3 December 2020	30 March 2021 (executive) Due to the timetable of meetings it is not possible to produce the report and send it to an Audit & Governance Committee meeting prior to consideration by Executive. The report will be circulated to Members of the Committee when ready and views sort and reported to Executive.
Report by Centre for Governance and Scrutiny	Work Shop to be provided to both O&S	Standards Model Code	May 2121

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(formerly the CfPS) Review of East Herts Council	and A&G on 3 December 2020		
Annual Scrutiny Report (Head of Legal and Democratic Services and Scrutiny Officer)	To be updated following input by the Workshop then presented to Members	GDPR and data retention	May 2021
RIPA and Use of Social Media - report back (Head of Legal and Democratic Services)	June 2021	Section 106 Contributions (report annually)	November 2121
Cultural Strategy	2 February 2021		
Environmental Sustainability Action Plan (Agreed to report twice a year)	May 2021 November 2021		
Carbon Reduction report	November 2021		
Corporate Plan Regular Updates to OS	May 2021		

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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.