

**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) – last updated 8 March 2021*

Meeting Date <b>Overview and scrutiny</b>	Topic and Notes	Lead Member and Officer	Meeting Date <b>Audit and Governance</b>	Topic and Notes	Lead Member and Officer
<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>	Executive Member for Environmental sustainability and David Thorogood	<b>22 September 2020</b>	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 on Hertford Theatre. Request by Councillor</i>	Respective Project Managers  .		SAFs Update	Nick Jennings Head of Service (SAFs)

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	<i>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
	Work Programme	Lorraine Blackburn, Scrutiny Officer		Financial Monitoring Quarter 1	Head of Strategic Finance and Property

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<b>3 Nov 2020</b>	How the Council reacted to the Corona Virus	Invitation to the Leader and CE to present an interim report	<b>17 November 2020</b>	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 Finance
				Treasury Management Outturn 2019/20 and Treasury	Head of Strategic Finance

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				Management Mid-Year Review 2020/21	
	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
	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			

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<b>8 Dec 2020</b>				Work Programme	Lorraine Blackburn, Scrutiny Officer
	Presentation by the PCC Mr David Lloyd and CI 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
<b>PLEASE NOTE THAT THERE WILL BE A JOINT MEETING OF OVERVIEW AND SCRUTINY AND AUDIT AND GOVERNANCE COMMITTEES ON 10 FEBRUARY 2021 FOLLOWED BY THE USUAL MEETING OF A&amp;G</b>					
<b>2 February 2021</b>	Cultural Strategy	Jonathan Geall Head of Housing and Health	<b>10 February 2021</b>	*Budget 2021/22 and Medium Term Financial Plan 2021-24-	Steven Linnett Head of Strategic Finance and property
	Planning Enforcement Plan`	Sara Saunders, Head of Planning		SIAS Internal Audit Plan Progress Report	Simon Martin

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<b>23 March 2021</b>	Executive Member for Sustainability – Update on Portfolio				
	Draft Annual Scrutiny Report 2019/20	James Ellis / Head of Legal and Democratic Services and Lorraine Blackburn, Scrutiny Officer		External Auditor's Annual Audit Letter	EY
	Draft Annual Scrutiny Report 2020/21	James Ellis / Head of Legal and Democratic Services and Lorraine Blackburn, Scrutiny Officer		Investment strategy 2021/22	Steven Linnett Head of Strategic Finance and property

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	Review of Scrutiny – Centre for Governance and Scrutiny (CfGS)	James Ellis / Head of Legal and Democratic Services and Lorraine Blackburn, Scrutiny Officer		Capital strategy and Minimum Revenue Provision Strategy	Steven Linnett Head of Strategic Finance and property
<b>8 June 2021</b>	Executive Member for Corporate Services – Update on Portfolio		<b>16 March 2021</b>	Proposed Anti-Fraud Plan 2021/2022	Nick Jennings, SAFS
	RIPA and Use of Social Media - report back (Head of Legal and Democratic Services)	Head of Legal and Democratic Services		SIAS Internal Audit Plan Progress Report	Simon Martin, SIAS



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	Environmental Sustainability Action Plan (Agreed to report twice a year)	Head of Housing and Health		SIAS Draft Internal Audit Plan	Simon Martin, SIAS
	Annual Plan and updated Corporate Plan Regular Updates to OS	Head of Communications Strategy and Policy		Annual Review of Risk Management Strategy	Steven Linnett Head of Strategic Finance and Property
				Strategic Risk Register – Monitoring 2020/21 Quarter 3 and Proposed Content for 2021/22	Steven Linnett Head of Strategic Finance and Property
				Quarterly Corporate Budget Monitor – Quarter	Steven Linnett Head of Strategic Finance and Property

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				3 December 2020	
				Local Government Association (LGA) Model Code of Conduct	James Ellis, Head of Legal and Democratic Services

### **Executive Reponses to recommendations made by O&S Committee:**

Parking Recommendations – Report of the Task and Finish group  
(Considered by Executive on 27 November 2020) – Members updated via Chairman’s Announcements February 2021

Affordable Housing Research - Report and O&S Recommendations – (Considered by Executive on 5 January 2021) Members updated via Chairman’s Announcements February 2021

### **Updates**

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<b>Overview and Scrutiny Committee</b>	<b>Audit and Governance</b>
	<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>

**Looking Forward – 2021 onwards**

<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 Legal and Democratic Services)	8 June 2021	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

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			consideration by Executive. The report will be circulated to Members of the Committee when ready and views sort and reported to Executive.
Environmental Sustainability Action Plan (Agreed to report twice a year)	8 June 2021 then 2 November 2021 June 2022 then November 2022	Standards Model Code and an update on Standards Issues generally	27 May 2021
Carbon Reduction report	2 November 2021	GDPR and data retention	27 May 2021
Annual Plan and updated Corporate Plan Regular Updates to OS	8 June 2021	Section 106 Contributions (report annually)	9 November 2021
Cultural Strategy - Update on Development of "Smart Targets", Measurements and Monitoring Mechanisms	7 September 2021		

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Overview and Scrutiny Committee	Due date	Audit and Governance	Due Date
Planning Enforcement Plan – Update on new working practices	February 2022		

### **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.*

*Members are actively encouraged to review the Council's Forward Plan which details the decisions the Executive (and Council) will be taking over the next three months. The Centre for Governance and scrutiny has recommended that early involvement with the decision making process (and before decisions are taken) is good practice. Only decisions which are taken by the executive can be called in.*

[Latest Forward Plan](#)