

## Overview and Scrutiny Committee and Audit and Governance Committee - Consolidated Work Programmes 2021/22

*(this is a working document and is subject to regular amendment) – last updated 4 May 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>8 June 2021</b>	Executive Member for Corporate Services – Update on Portfolio	Cllr Cutting	<b>27 May 2021</b>	Review of Internal Audit	Simon Martin, SIAS
	RIPA and Use of Social Media - report back (Head of Legal and Democratic Services)	Head of Legal and Democratic Services		Annual Report of Internal Audit Activity	Steven Linnett Head of Strategic Finance and Property
	Data Retention Policy	Head of Legal and Democratic Service		2020/21 Provisional Outturn	Steven Linnett Head of Strategic Finance and Property
	Data Breach Policy	Head of Legal and Democratic Services		2020/21 Annual Anti-Fraud Report	Nick Jennings, SAFS

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Meeting Date Overview and scrutiny	Topic and Notes	Lead Member and Officer	Meeting Date Audit and Governance	Topic and Notes	Lead Member and Officer
	Environmental Sustainability Action Plan (Agreed to report twice a year)	Head of Housing and Health		Data Protection Update Report	James Ellis, Head of Legal and Democratic Services
	Annual Plan and Refreshed Corporate Plan	Head of Communications Strategy and Policy		Local Government Association (LGA) Model Code of Conduct	James Ellis, Head of Legal and Democratic Services
	Draft equalities, Diversity and Inclusion Strategy	Head of Housing and health		Standards Model Code and an update on Standards Issues generally	27 May 2021

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### Executive Responses 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

Overview and Scrutiny Committee	Audit and Governance
	Complaints lodged with the Monitoring Officer (Head of Democratic and Legal Support Services). When there are updates.  Changes to Constitution Review Update (Head of Democratic and Legal Support Services): When there are updates.

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### Looking Forward – 2021/22 onwards

Overview and Scrutiny Committee	Due date	Audit and Governance	Due Date
Environmental Sustainability Action Plan (Agreed to report twice a year)	8 June 2021 then 2 November 2021 June 2022 then November 2022	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.
Carbon Reduction report	2 November 2021		
Cultural Strategy - Update	7 September 2021		

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Overview and Scrutiny Committee	Due date	Audit and Governance	Due Date
on Development of “Smart Targets”, Measurements and Monitoring Mechanisms			
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.*

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*Members are 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](#)