

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 21 July 2021

Meeting Date Overview and scrutiny	Topic and Notes	Lead Member and Officer	Meeting Date Audit and Governance	Topic and Notes	Lead Member and Officer
8 June 2021	Executive Member for Corporate Services – Update on Portfolio	Cllr Cutting	27 May 2021	Annual Assurance Statement and Internal Audit Annual Report 2020/21	Simon Martin, SIAS
	RIPA and Use of Social Media - report back (Head of Legal and Democratic Services)	Head of Legal and Democratic Services		Strategic Risk Register – Monitoring 2020/21 - Quarter 4	Graham Mully, 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		2020/21 Annual Anti-Fraud Report	Nick Jennings, SAFS

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		Services			
	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		Standards Update	James Ellis, Head of Legal and Democratic Services
	Draft equalities, Diversity and Inclusion Strategy	Head of Housing and health		Questions to the Executive Member for Financial Sustainability	Executive Member for Financial Sustainability
7 September	Executive Member Questions		29 July 2021	SIAS Internal Audit Plan	Simon Martin, SIAS

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2021	(Councillor Cutting)			Progress Report	
	Tenancy Strategy	Jonathan Geall Head of Housing and health		Annual Governance Statement 2020/21	Executive Member for Financial Sustainability and Head of Strategic Finance and Property
	Private Sector Housing assistance Policy	Jonathan Geall Head of Housing and health		Receipt of the External Auditor's Audit Planning Report	Suresh Patel, EY and Head of Strategic Finance and Property
	Update on Economic Development in East Herts (???)	Ben Wood Head of Communications, Strategy and Policy	August 2021		
	Customer	Ben Wood Head			

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	complaints and Feedback (???)	of Communications, Strategy and Policy			

Updates

Overview and Scrutiny Committee	Audit and Governance
	<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>

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Overview and Scrutiny Committee	Audit and Governance

Looking Forward – 2021/22 onwards

Overview and Scrutiny Committee	Due date	Audit and Governance	Due Date
Environmental Sustainability Action Plan	2 November 2021 June 2022 then November 2022 (Agreed to report back twice a year)	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

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Overview and Scrutiny Committee	Due date	Audit and Governance	Due Date
			reported to Executive.
Carbon Reduction report	2 November 2021		
Cultural Strategy - Update on Development of “Smart Targets”, Measurements and Monitoring Mechanisms	7 September 2021		
Planning Enforcement Plan – Update on new working practices	February 2022		
RIPA	June 2022		

Notes:

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All Member Briefing Updates:	10 June	Agile Working and Gilston Planning Applications
	8 July 2021	Update on Council's Major Capital Projects

Members will note the format of the Consolidated Work Programme. By combining both work programmes this provides 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 regularly with the Executive to discuss the Forward Plan.

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.