

Audit & Best Value Scrutiny Committee – 2006/07 and 2007/08 programme

Meeting date: 22 March 2007

v.4

Item	Objectives / notes	Action / timescale
Standing items		
Announcements	Update on any matter of significant public or member concern not on the agenda elsewhere. Any significant achievements and threats are highlighted. These will only be items for information otherwise they would appear as an agenda item.	All meetings
Quarterly Performance Monitoring reports against the Council Plan.	<p>These reports provide a summary of the Council's performance for the parts of the Council within the committee's terms of reference. The reports identify which targets are BVPIs (Best Value performance Indicators) and CPA (Comprehensive Performance Assessment) indicators. Key service targets assessed as red or amber are included in the report:</p> <ul style="list-style-type: none"> • Amber (where there is concern about the likelihood of achieving the performance measure by the end of the year) together with recommendations for action • Red (where the performance measure is assessed as inappropriate or unachievable). <p>The report also details progress with all PSA (Public Service Agreement) targets within the committee's terms of reference.</p>	Scrutiny / Performance All meetings except September
Forward Plan	A <i>snapshot</i> of the Council's Forward Plan is appended to each committee agenda. The purpose is to enable members to identify and highlight relevant issues for scrutiny. Options for dealing with items identified include:	All Meetings / Democratic Services
Reports relating to the Committee's Audit functions		
Internal Audit Strategy and Annual Plan	Sets out the internal audit strategy, including key themes, detailed coverage across departments for the following year	June (annual)
Annual Internal Audit Report and Opinion	Gives overall opinion on the Council's framework of internal control, summarises key audit findings and performance against key indicators.	June (annual)

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Internal Audit Progress Report	Summarises quarterly key audit findings, highlights significant control issues and reports on delivery of the audit plan and internal audit services' performance against its performance indicators. Includes comments on sharing information from internal audit progress reports with other scrutiny review boards and committees.	All meetings (Quarterly)
Annual Audit and Inspection Plan	Sets out audit and inspection work to be carried out by Council's external auditors (from 2007/08 PKF).	June (annual)
Annual Governance Report	Sets out external auditors conclusions from their audit of the accounts and the Use of Resources element of the Comprehensive Performance Assessment.	September (annual)
Relationship Manager's Annual Letter	Sets out the Relationship Manager's overall view of the Council's performance, including the CPA Direction of Travel Assessment, overall CPA scores and results of assessments and inspections by other bodies e.g. CSCI and Ofsted.	March or June (annual)
Risk Management Annual report	Provides and assessment of the adequacy of risk management arrangements, planned improvements for the year ahead, and an update on the strategic risk log.	June (annual)
Strategic risk log	Provides a chief officer view of the strategic risks facing the authority.	All meetings
Monitoring Officer's Annual Review of Governance	Sets out an assessment of the effectiveness of the Council's governance arrangements and includes an improvement plan for the coming year, and the corporate assurance statement which will form part of the statement of accounts.	June (annual)
The Council's Statement of Accounts	The Committee has a responsibility to review the accounts prior to approval by the Governance Committee	June or September (annual)
Other reports		
Reconciling policy and resources	A revised Reconciling Policy and Resources (RP&R) process was agreed by Cabinet in August 2006 to include scrutiny at every stage. Council Plan policy steers commented upon by Audit and Best Value Scrutiny Committee in November 2006.	November (annual)

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Carbon Management Annual Report	Reviews progress against the Council's Carbon Management Plan	June (annual)
Best Value Review of a Strategy for a Joint Waste Authority	<p>Final report to Audit and Best Value Scrutiny Committee: 29 November 2006; Cabinet: 30 January 2007; Council: 20 February 2007.</p> <p>Review recommended: that all Local Authorities in East Sussex should: (1) continue to work towards closer and better working relationships, potentially including Brighton and Hove, and for that purpose create appropriate formal agreements, and (2) explore the creation of a consortium of all authorities.</p>	<p>Sept 07 – 6 month monitoring</p> <p>March 08 – 12 month monitoring</p>
Best Value Performance Indicators (BVPs)	<p>Consideration of the County Council's performance for Best Value performance Indicators (BVPs):</p> <p>BV002a - Equality Standard Level; BV002b - duty to promote race equality; BV011a - women in top 5% earners; BV011b - black/ethnic minorities in top 5% earners in the county; BV011c - top 5% earners with a disability; BV012 days / shifts lost to sickness; BV014 early retirements; BV015 ill health retirements; BV016a % disabled employees; BV017a % ethnic minority employees; BV008 - invoices paid on time; BV156 % local authority public buildings accessible to disabled people.</p>	<p>All meetings: quarterly monitoring against Council Plan reports on selected targets.</p> <p>November – BVPI target setting (annual);</p> <p>Duncan Savage / Caroline Manning</p>
The Shared Priorities Group / Peer Review	<p>Peer Review 25 - 29 September 2006: incorporated the work on the shared priorities group in the self assessment preceding the review visit. (The Shared Priorities Group was established to help prepare for the next Corporate Assessment).</p> <p>The CA inspection visit is confirmed for 18 – 29 June 2007.</p>	<p>March 07: Update on the peer review recommendations appended to Quarter 3 performance monitoring report.</p>
Future items		
The County Council's relationship with the voluntary and community sector (VCS)	<p>This scrutiny review is being managed by the Community Services Scrutiny Committee. The scoping exercise is complete. Cllr John Livings represents Audit and Best Value Scrutiny Committee on the Board. The Board Chairman is Cllr Barry Taylor.</p> <p>The Board will review: funding and procurement; the role of individual councillors in working with the VCS; the Council's role in establishing a Local Involvement Network (LINK). The</p>	<p>Claire Lee (Project Manager)</p> <p>Report date: December 2007</p>

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	review will also examine the Council's role in Change Up.	
Executive Best Value Review of Passenger Transport	<p>This review is being undertaken by an Executive member board with the opportunity for scrutiny members to provide evidence at key stages. Interim reports to Cabinet are:</p> <ul style="list-style-type: none"> ▪ 30 January 2007 / 1 May 2007 – denominational home to school transport ▪ 13 March 2007 / 5 June 2007 – mileage allowances for non statutory home to school transport journeys. <p>The Board will continue to review: sustainability of rural bus services and alternatives; special education needs transport; and a host of organisational issues and relationships between departments responsible for commissioning and providing passenger transport.</p>	<p>Paul Dean (Project Manager)</p> <p>July 07: report to Cabinet</p>
Age Well PFI	Update report to future meeting (requested by November 2006 Audit and Best Value Scrutiny Committee).	June 07: Lorayne Ferguson
School surpluses and deficits	Progress report and risk management assessment update requested by November 2006 Audit and Best Value Scrutiny Committee.	Sept 07: Greg Roberts
ICT business continuity	To consider pre-implementation proposals to manage ICT business continuity in the Council.	June 07: Nick Deyes

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