

## Audit and Best Value Scrutiny Committee – 2007/08 programme

v.6 1 June 2007

Item	Objectives / notes	Action / timescale
<b>Standing items</b>		
<p>Quarterly Performance Monitoring reports against the Council Plan.</p>	<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"> <li>• Amber (where there is concern about the likelihood of achieving the performance measure by the end of the year) together with recommendations for action</li> <li>• Red (where the performance measure is assessed as inappropriate or unachievable).</li> </ul> <p>The report also details progress with all PSA (Public Service Agreement) targets within the committee's terms of reference. County Council performance for the following BVPIs is included at key stages:</p> <ul style="list-style-type: none"> <li>• BV002a - equality standard level</li> <li>• BV002b - duty to promote race equality</li> <li>• BV011a - women in top 5% earners</li> <li>• BV011b - black/ethnic minorities in top 5% earners in the county</li> <li>• BV011c - top 5% earners with a disability</li> <li>• BV012 days / shifts lost to sickness</li> <li>• BV014 early retirements</li> <li>• BV015 ill health retirements</li> <li>• BV016a % disabled employees</li> <li>• BV017a % ethnic minority employees</li> <li>• BV008 - invoices paid on time</li> <li>• BV156 % local authority public buildings accessible to disabled people.</li> </ul> <p><b>The Quarter 4 performance monitoring report for 2006/07 will not be available in time for the committee meeting on 12 June 2007. The report will be sent to committee members when available.</b></p>	<p>All meetings from November 2007 (except September)</p> <p><b>Cabinet: 10 July 2007</b></p> <p><b>County Council: 24 July 2007</b></p>

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	<b>Recommended that the Chairman and Vice Chairman, together with the Scrutiny Manager, identify any scrutiny or audit issues for incorporation into this work programme for 2007/08.</b>	
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
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 were commented upon by Audit and Best Value Scrutiny Committee in November 2006. A revised process will be revealed shortly.	September – March (annual)
<b>Reports relating to the Committee's Audit functions</b>		
Internal Audit Strategy and Annual Plan	Sets out the internal audit strategy, including key themes and detailed coverage across departments for the year ahead.	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)
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)
Audit and Inspection 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)

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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.	September (annual)
<b>Best value and scrutiny reviews</b>		
Best Value Review of a Strategy for a Joint Waste Authority	<p>This review was reported to: Audit and Best Value Scrutiny Committee on 29 November 2006; Cabinet on 30 January 2007; and County Council on 20 February 2007.</p> <p>The review's recommendations were endorsed, namely that all local authorities in East Sussex should:</p> <p>(1) continue to work towards closer and better working relationships, potentially including Brighton and Hove, and for that purpose create appropriate formal agreements, and</p> <p>(2) explore the creation of a consortium of all authorities.</p> <p>A draft Municipal Waste Management Strategy is being considered by Transport and Environment Scrutiny Committee. A full report back on progress will return to Audit and Best Value Scrutiny Committee in September 2007.</p>	<p>Paul Dean (Contact officer)</p> <p>Sept 07 – 6 month monitoring</p> <p>March 08 – 12 month monitoring</p>
Scrutiny review of the County Council's relationship with the voluntary and community sector (VCS)	<p>This cross cutting scrutiny review is being managed by the Community Services Scrutiny Committee and chaired by Cllr Barry Taylor. Evidence gathering has begun. Cllr John Livings has so far represented Audit and Best Value Scrutiny Committee on the Board.</p> <p><b>Recommended</b> to consider whether to nominate a new Board representative from Audit and Best Value Scrutiny Committee in the light of membership changes on the scrutiny committee. The Board's remit is to consider:</p> <ul style="list-style-type: none"> <li>• the Council's role in establishing a Local Involvement Network (LINK) that will replace the Patient and Public Involvement Forum funding and procurement [completed May 2007]</li> </ul>	<p>Claire Lee (Project Manager)</p> <p>Report to scrutiny committee: Sept 2007 (LINKs) / December 2007</p>

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	<ul style="list-style-type: none"> <li>• the role of individual councillors in working with the VCS</li> <li>• the County Council's role in <i>Change Up</i>.</li> </ul> <p>An interim report dealing specifically with the LINK will be available in July 2007.</p>	
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. The Board comprises Cllrs Tony Reid (Chairman), Keith Glazier and Matthew Lock. The Board is reviewing the impact on key council policies on passenger transport provision; assessing ways of increasing efficiency and maximising income wherever possible. In particular it is addressing:</p> <ul style="list-style-type: none"> <li>• the sustainability of rural bus services and alternatives including community transport</li> <li>• specific areas of high spend including home to school transport , special education needs and social care transport</li> <li>• a range of organisational issues and relationships between departments responsible for commissioning and providing passenger transport.</li> </ul> <p>Key reports to Cabinet are:</p> <ul style="list-style-type: none"> <li>▪ 30 January 2007 / 5 June 2007 – denominational home to school transport</li> <li>▪ 5 June 2007 – mileage allowances for non statutory home to school transport journeys</li> <li>▪ 31 July 2007 – (expected) final review report to Cabinet.</li> </ul>	Paul Dean (Project Manager) Sept 07: expected report to A&BV
<b>Other issues</b>		
Carbon Management Annual Report	In 2004/05 East Sussex County Council took part in the local authority carbon management pilot programme run by the Carbon Trust. Cabinet approved the resulting Carbon Management Action Plan on 19 April 2005 and agreed that an annual report be submitted to the Audit and Best Value Scrutiny Committee to review progress against the plan. The action plan contains a target to reduce carbon dioxide emissions by 14% by 2009/10 compared to 2001/02.	June (annual)
Corporate Assessment (CA)	Peer Review 25 - 29 September 2006: incorporated the work on the shared priorities group in the self assessment preceding the review visit. A Shared Priorities Group is working to help prepare for the forthcoming Corporate Assessment. The CA inspection visit is confirmed for 18 – 29 June 2007.	Sept / Nov 07: update
Peer Review Action Plan –	The Scrutiny Committee on 22 March 2007 requested further information on progress in relation to a point in the peer review action plan which states: “ <i>Staff generally feel very pressurised, with the reduction in posts</i> ”	June 07: Andrew

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'Tipping Points'	<i>and consequent absorption of work by others bringing things close to tipping point</i> ".	Ogden
Age Well PFI	Update report to future meeting was requested by November 2006 Audit and Best Value Scrutiny Committee.	Sept 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 and contact centre update	To consider pre-implementation proposals to manage ICT continuity risks in the Council.	June 07: Nick Deyes

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