

**Audit and Best Value Scrutiny Committee – 2007/08 programme****Agenda Item 10**

v.8 13 August 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> </ul>	<p>All meetings from November 2007 (except September)</p>

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	<ul style="list-style-type: none"> <li data-bbox="510 264 1397 292">• BV156 % local authority public buildings accessible to disabled people.</li> </ul>	
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	<p data-bbox="465 456 1704 520">A revised Reconciling Policy and Resources (RP&amp;R) process was agreed by Cabinet in August 2006 to include scrutiny at every stage.</p> <p data-bbox="465 539 1727 603">Council Plan policy steers were commented upon by Audit and Best Value Scrutiny Committee in November 2006. A revised process will be revealed shortly.</p>	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 an 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	<p data-bbox="465 908 1653 1003">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.</p> <p data-bbox="465 1023 1727 1086">Includes comments on sharing information from internal audit progress reports with other scrutiny review boards and committees.</p>	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 are the external auditors.	June (annual)
Annual Governance Report	Sets out the external auditors' conclusions from their audit of the accounts and the <i>Use of Resources</i> element of the Comprehensive Performance Assessment (CPA).	September (annual)
Audit and Inspection	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	March or June

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Annual Letter	other bodies e.g. Commission for Social Care Inspection (CSCI) and Ofsted.	(annual)
Risk Management Annual report	Provides: an assessment of the adequacy of risk management arrangements; planned improvements for the year ahead; and an update on the strategic risk log.  Risk Management Strategy Review.	June (annual)  21 November 07
Strategic risk monitoring 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.  12 June 07: Audit and Best Value Scrutiny Committee recommended to the Governance Committee that the improvement plan for the Corporate Governance Framework should include reference to diversity and the progress made to date to improve the Council's performance in this area.	June (annual)
The Council's Statement of Accounts	Audit and Best Value Scrutiny Committee has a responsibility to review the accounts prior to approval by the Governance Committee.	September (annual)
Internal Audit Charter	To endorse an Audit Charter in line with the requirements of the Audit Code of Practice	Nov 07 or March 08
A&BV Scrutiny Cttee Self Assessment	To assess the effectiveness of the Audit Cttee in line with best practice set out in the CIPFA toolkit and also to inform the review of effectiveness of the system of internal audit.	Nov 07
<b>Best value and scrutiny reviews</b>		
Best Value Review of a Strategy for a Joint Waste Authority	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.  The review's recommendations were endorsed, namely that all local authorities in East Sussex	Paul Dean (Contact officer)  Monitoring reports:

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	<p>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.</p>	<p>Nov 2007 and June 2008.</p> <p>Nov 07</p>
<p>Scrutiny review of the County Council's relationship with the voluntary and community sector (VCS)</p>	<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 Sparks represents Audit and Best Value Scrutiny Committee on the Board.</p> <p>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> <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 September 2007.</p>	<p>Claire Lee (Project Manager)</p> <p>Report to scrutiny committee: Nov 2007</p>
<p>Executive Best Value Review of Passenger Transport</p>	<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>Reports to Cabinet are:</p>	<p>Paul Dean (Project Manager)</p> <p>Cabinet: Sept 07 A&amp;BV: Nov 07</p>

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	<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>▪ 25 September 2007 – final report.</li> </ul>	
<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. The CA inspection visit took place in June 2007. The outcomes are being analysed and a full report will be presented to Audit and Best Value Scrutiny Committee in November 2007.	Nov 07: update
Peer Review Action Plan – ‘Tipping Points’	<p>Audit and Best Value 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 and consequent absorption of work by others bringing things close to tipping point</i>”.</p> <p>12 June 07: Audit and Best Value Scrutiny Committee requested outcomes of 2007 staff survey to be widely circulated.</p>	June 07: Andrew Ogden
Age Well PFI	Update report to future meeting was requested by November 2006 Audit and Best Value Scrutiny Committee.	Future meeting
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
Planning School Places	12 June 07: Audit and Best Value Scrutiny Committee requested Director of Children’s Services to provide a progress report on the implementation of recommendations in the review of planning	Nov 07

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	school places.	
ICT business continuity and contact centre update	12 June 07: Audit and Best Value Scrutiny Committee considered pre-implementation proposals to manage ICT continuity risks in the Council.	
Business Transformation Programme	12 June 07: Audit and Best Value Scrutiny Committee requested Director of Adult Social Care to report at the end of each phase of the transformation programme.	Dates TBC
Support to local Members	12 June 07: Audit and Best Value Scrutiny Committee requested a report on the role of and support offered to local Members and how it might be enhanced.	Nov 07
Property Projects	12 June 07: Audit and Best Value Scrutiny Committee requested post implementation reviews conducted on property projects and lessons to be learned from review findings (to include a case study,).	Nov. 07

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