

Audit and Best Value Scrutiny Committee Work programme at a glance

Issue 7: May 2010

Please note that this list is correct at the time of writing but may be subject to change. The order in which items are listed does not necessarily reflect the order they will appear on the final agenda for the meeting.

Issue	Objectives and summary	People giving evidence
Standing items appearing regularly at committee		
Scrutiny work programme	<p>This is where new ideas and suggestions for scrutiny projects will appear whilst awaiting a decision to how to deal with them:</p> <ul style="list-style-type: none"> • Place Survey: outcomes and analysis requested when available. • Costs of agency staff: costs of employing agency staff and consultants: Scrutiny review board established / awaiting data compilation and meeting date to be established. 	Committee Chairman / Paul Dean, Scrutiny Manager
The Council's Forward Plan	The Council's Forward Plan is included on each committee agenda to enable Members to identify relevant issues for scrutiny. Options for handling issues include: briefing paper request; item on a future scrutiny committee agenda to consider specific questions; or an in-depth scrutiny review.	

Quarterly Performance Monitoring reports against the Council Plan	The report provides a summary of the Council's performance covering activity within the committee's terms of reference. Key service targets assessed as 'amber' or 'red' are included in the report: <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). 	Various officers as required
Internal Audit Progress Reports	Summary of quarterly key audit findings, highlighting significant control issues and reporting on delivery of the audit plan and internal audit services' performance against performance indicators.	Duncan Savage, Assistant Director (Corporate Resources - Audit)
Strategic risk monitoring log	Provides a chief officer view of the strategic risks facing the authority.	Rawdon Philips, Insurance and Risk Manager (Corporate Resources)

2 June 2010		
Internal Audit Strategy 2010/11 and Annual Plan	Sets out the internal audit strategy, including key themes and detailed coverage across departments for the year ahead.	Duncan Savage, Assistant Director (Corporate Resources - Audit)
Internal Audit Services – Annual Report and Opinion 2009/10	Provides an overall opinion on the Council's framework of internal control; summarises the main audit findings and performance against key indicators.	Duncan Savage, Assistant Director (Corporate Resources - Audit)
Monitoring Officer's Annual Review of the Corporate Governance Framework	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.	Philip Baker, Assistant Director Legal and Democratic Services / Duncan Savage, Assistant Director (Corporate Resources - Audit)
Payment of invoices	Update report on progress against the target.	Amanda Walker, Deputy Director

		of Finance / Janyce Danielczyk, Accounts Manager
Review of the effectiveness of the Audit and Best Value Scrutiny Committee audit role	Biennial self assessment of Committee's effectiveness in its audit role drawing on the best practice issued by CIPFA.	Duncan Savage, Assistant Director (Corporate Resources - Audit)
External Audit Report on Grants	External auditors are required to certify certain grant claims; this is an annual report summarising that grant work which highlights the key issues arising.	Richard Bint & Janine Combrink (PKF), Duncan Savage, Assistant Director (Corporate Resources - Audit)
External Audit and inspection fee letters 2010/11	Sets out the fees and high level work plans for our external audit (PKF) and inspection (Audit Commission) for the coming year.	Richard Bint & Janine Combrink (PKF), Sandra Prail (Audit Commission), Duncan Savage, Assistant Director (Corporate Resources - Audit)
Annual risk monitoring report	This report reviews and invites the committee to comment on the Council's approach to risk management.	Rawdon Philips, Insurance and Risk Manager (Corporate Resources)
1 September 2010		
Reconciling policy and resources (RPR)	To comment on the 2009/10 policy steers for Strategic Management & Economic Development and Corporate Resources in time for Cabinet to update the policy steers in October 2010.	Chief Executive / Director of Corporate Resources
Scrutiny review of procurement with SMEs	Six month monitoring report on progress with the recommendations	
Review of the Annual Governance Report and	Report of the external auditors following their audit of the Council's statutory accounts. It allows the committee to review the issues raised	Amanda Walker, Deputy Director of Finance / Duncan Savage, Assistant Director (Corporate

Statement of Accounts	and assess the management response.	Resources - Audit) / Richard Bint (PKF)
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.	Rawdon Philips, Insurance and Risk Manager (Corporate Resources)
10 November 2010		
March 2011		
Reconciling policy and resources (RPR)	Update on outcomes from the 2010/11 process and lessons to take forward.	Paul Dean, Scrutiny Manager
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. Commission for Social Care Inspection (CSCI) and Ofsted.	Representatives from PKF, the Audit Commission / Duncan Savage, Assistant Director (Corporate Resources - Audit)
External Audit Plan 2010/11	Sets out in detail the work to be carried out by Council's external auditors.	Richard Bint, Janine Combrink (PKF), Sandra Prail (Audit Commission), Duncan Savage, Assistant Director (Corporate Resources - Audit)
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<p>Contact Officer: Paul Dean, Scrutiny Manager, 01273 481751 or paul.dean@eastsussex.gov.uk</p> <p>Acronyms / Glossary</p> <p>RPR Reconciling Policy and Resources</p>		

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