

Audit and Best Value Scrutiny Committee Work programme at a glance

Issue 8: August 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> <p>The Committee meeting on 1 September 2010 will consider a summary of all the key audit and scrutiny projects undertaken by the Committee over the last four years. Given the overall satisfaction of the Committee with the quality of the Council's audit work and reports, the committee now wishes to undertake a more proactive scrutiny programme. It will begin by considering whether, for example, there are any issues arising from its Reconciling Policy and Resources discussions where it can add value by means of a scrutiny project – especially topic areas that have not been covered in detail by the scrutiny committee previously.</p>	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)

1 September 2010		
Reconciling policy and resources (RPR)	To comment on the 2010/11 policy steers for Strategic Management & Economic Development and Corporate Resources in time for Cabinet to update the policy steers in October 2010. To establish a RPR Board of members to undertake more detailed investigations as required.	Chief Executive / Director of Corporate Resources
Scrutiny review of procurement with SMEs	Six month monitoring report on progress with the recommendations	Jonathan Campbell / John Morris
Review of the Annual Governance Report and Statement of Accounts	Report of the external auditors following their audit of the Council's statutory accounts. It allows the committee to review the issues raised and assess the management response.	Amanda Walker, Deputy Director of Finance / Duncan Savage, Assistant Director (Corporate Resources - Audit) / Richard Bint (PKF)
Risk Management	Provides: an assessment of the adequacy of risk management	Rawdon Philips, Insurance and

Annual report	arrangements; planned improvements for the year ahead; and an update on the strategic risk log.	Risk Manager (Corporate Resources)
Scrutiny review of the use of agency staff and consultants in ESCC	Report of the Chairman outlining the findings of a scrutiny review which examined the costs of employing agency staff and consultants by the County Council.	Chairman
10 November 2010		
Post Comprehensive Area Assessment (CAA) inspection regime.	To consider the implications of abolishing the CAA and the impact on the 'use of resources' element. In particular to consider the impact on: a) the work of the Audit and Best Value Scrutiny Committee, b) the Council's relationship with external auditors and other partners.	Jane Mackney, Head of Policy and performance and Duncan Savage, Assistant Director (Corporate Resources - Audit)
4 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)

External Audit Report on Grants	External auditors are required to certify certain grant claims; this is an annual report summarising that grant work and highlights the key issues arising.	Richard Bint & Janine Combrink (PKF), Duncan Savage, Assistant Director (Corporate Resources - Audit)
1 June 2011		
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)
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)
<p>Acronyms / Glossary</p> <p>RPR Reconciling Policy and Resources – is the process used to develop the Council’s plans and budgets together. This process happens each year for the following financial year onwards.</p> <p>CAA Comprehensive Area Assessment. Across England, local services are monitored by separate watchdogs and the CAA brought the work of these watchdogs together. The CAA was abolished in May 2010. The CAA replaced Comprehensive Performance Assessment (CPA), which ran from 2002 until 2008 and only assessed local authorities.</p> <p>PKF The County Council’s external auditors</p>		

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**Issues previously considered by
Audit and Best Value Scrutiny Committee**

Issue	Year	Full review	Mini-review	Committee item
Corporate Resources Portfolio				
Strategic Risk Management	Ongoing			X
Highway compensation claims	2010		X	
Payment of invoices	2008 – 10			X
County Council procurement and SMEs	2008 – 09	X		
Capital projects – improving delivery (property projects) / corporate asset management plan	2007 – 09			X
Strategic Management and Economic Development Portfolio				
Use of agency staff and consultants	2010		X	
Emergency Planning	2010			X
Strengthening the Council's approach to equality and diversity	2009			X
Economic development – introduction / contexts / evidence base	2008			X
Issues from other portfolios as part of audit role				
Home to school transport (implementation of audit recommendations)	2010			X
Putting People first (risk management)	2010			X
Agewell PFI Project	2009			X
Business transformation in Adult Social Care	2007			X
School surpluses and deficits	2006 – 07			X
Cross cutting scrutiny reviews				
Joint Waste Authority Strategy	2006	X		

Terms of reference of Audit and Best Value Scrutiny Committee

Scope

- Internal/external audit matters
- Economic development
- Strategic management
- Property management
- Policy and finance
- Legal and democratic services
- Personnel
- Communications
- Scrutiny of other functions not specifically within the scope of the other scrutiny committees.

Specific functions for Audit and Best Value Scrutiny Committee

- 1) To review and provide independent scrutiny in relation to all internal and external audit matters;
- 2) To consider the effectiveness of the Council's risk management processes, internal control environment and corporate governance arrangements and to recommend any changes to Governance Committee or Cabinet as appropriate;
- 3) To consider the external auditor's annual letter and the Chief Internal Auditor's annual report and opinion and the level of assurance they can give over the Council's risk management processes, internal control environment and corporate governance arrangements;
- 4) To review and scrutinise the effectiveness of management arrangements to ensure probity and legal and regulatory compliance, including, but not limited to contract procedure rules, financial regulations, codes of conduct , anti fraud and corruption arrangements and whistle-blowing policies;
- 5) To consider the major findings of internal and external audit and inspection reports, and Directors' responses, and any matters the Chief Internal Auditor or District Auditor may wish to discuss (in the absence of Directors if necessary);
- 6) To review the Council's assurance statements, including the Statement of Internal Control, ensuring that they properly reflect the risk environment, and any actions required to improve it;
- 7) To review the internal audit strategy and annual plan and the external auditor's annual audit and inspection plan and to monitor performance of both internal and external audit;
- 8) To review the annual statement of accounts and the external auditor's report to those charged with governance.