

Audit and Best Value & Community Services Scrutiny Committee Work programme at a glance

Issue 12: May 2011

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	This is where new ideas and suggestions for scrutiny projects will appear whilst awaiting a decision to how to deal with them:	
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.	

Performance Monitoring	<p>Performance monitoring by scrutiny is now largely undertaken as part of individual scrutiny reviews and only by the scrutiny committee on an exception basis. When the committee requests an overview, a quarterly performance monitoring report is added to the agenda. These reports summarise the Council's performance of those activities within the committee's terms of reference. Key service targets assessed as 'amber' or 'red' would be 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). 	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)
South East 7 partnership	Programme of activity and quantifiable benefits of the "South East 7" councils arrangement to be reported and discussed at appropriate points as information becomes available.	

1 June 2011		
Department for Communities and Local Government consultation on the future of public audit	To consider pertinent issues arising from the consultation as well as a draft response to the consultation.	Duncan Savage, Assistant Director (Corporate Resources - Audit)
Internal Audit Strategy 2011/12 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 2010/11	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 and inspection fee letters 2011/12	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), Duncan Savage, Assistant Director (Corporate Resources - Audit)
Treasury Management	Update and review of the treasury management and the treasury performance strategy.	Amanda Walker, Deputy Director of Finance
Carbon Reduction	To consider progress in preparing for the carbon reduction commitment energy saving scheme and to reduce energy consumption. Recent initiatives include energy savings projects in schools and other buildings, and street lighting Reduced energy lamps and pilot switch-offs.	John Morris, Assistant Director, Corporate Resources (Property)
County Council procurement with local small and medium sized enterprises (SMEs)	A 12-month update on the scrutiny report’s recommendations including the latest progress with <i>Build East Sussex</i> .	John Morris, Assistant Director, Corporate Resources (Property)
*Scrutiny Review of Local Involvement Network (LINK) model	Final Report of the Scrutiny Review of the LINK model.	Chairman of the Review Board, Cllr David Rogers

1 September 2011		
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 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)
Reconciling policy and resources (RPR)	To comment on the 2011/12 policy steers for Strategic Management & Economic Development and Corporate Resources in time for Cabinet to update the policy steers in October 2011. To establish a RPR Board of members to undertake more detailed investigations as required.	Chief Executive / Director of Corporate Resources
*Registration Service	To consider progress with the service review of the registration service (provisional)	Irene Campbell, Assistant Director, Community Services
9 November 2011		
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)
Scrutiny review of the use of a) agency staff and b) consultants in	To consider a 12 month monitoring report: a) The latest information available about the use of agency staff via the Comensura project highlighting any key performance indicators that are	Leatham Green, Assistant Director, Personnel and Training Duncan Savage, Assistant

ESCC	causing concern b) Progress with the initiatives being put in place to better manage the ad hoc use of consultants by the County Council.	Director (Corporate Resources - Audit)
*Historical Resource Centre – the Keep	To review progress of the project (provisional)	Elizabeth Hughes, County Archivist
March 2012		
Reconciling policy and resources (RPR)	Update on outcomes from the 2011/12 process and lessons to take forward.	Paul Dean, Scrutiny Manager
External Audit Plan 2011/12	Sets out in detail the work to be carried out by Council's external auditors.	Richard Bint, Janine Combrink (PKF), 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)
External Audit Plan for East Sussex Pension Fund 2011/12	To consider and comment upon the External Audit Plan for the East Sussex Pension Fun for 2010/11.	Duncan Savage, Assistant Director (Corporate Resources - Audit)
<p>* Items which were within the remit of Community Services Scrutiny Committee until 17 May 2011.</p> <p>Contact Officer: Paul Dean, Scrutiny Manager, 01273 481751 or paul.dean@eastsussex.gov.uk</p> <p>Acronyms / Glossary</p> <p>Build East Sussex is a network led by East Sussex County Council and Brighton and Hove City council, aimed at developing</p>		

the construction supply chain across East Sussex. Further details can be found [here](#).

East Sussex LINK Local Involvement Network details can be found [here](#)

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.

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.

SMEs Small and Medium Sized Enterprises.

VCS Voluntary and Community Sector

ICT Information and Communications Technology