

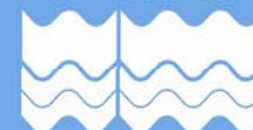
Audit and Best Value & Community Services Scrutiny Committee

Work programme at a glance

Issue 14: September 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 |



| <i>Issue</i> | <i>Objectives and summary</i> | <i>People giving evidence</i> |
|--|--|--|
| 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 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) |
| Treasury Management | Update and review of the treasury management and the treasury performance strategy. | Amanda Walker, Deputy Director of Finance |
| Reconciling policy, performance and resources (RPPR) | 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 RPPR Board of members to undertake more detailed investigations as required. | Chief Executive / Director of Corporate Resources |
| 9 November 2011 | | |

| <i>Issue</i> | <i>Objectives and summary</i> | <i>People giving evidence</i> |
|--|--|--|
| 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 ESCC | 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 causing concern b) Progress with the initiatives being put in place to better manage the ad hoc use of consultants by the County Council. | Leatham Green, Assistant Director, Personnel and Training Duncan Savage, Assistant Director (Corporate Resources - Audit) |
| Historical Resource Centre – the Keep | To review progress of the project | Elizabeth Hughes, County Archivist |
| Registration Service | To consider progress with the service review of the registration service | Irene Campbell, Assistant Director, Community Services |
| 7 March 2012 | | |
| Reconciling policy, performance and resources (RPPR) | 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) |

| <i>Issue</i> | <i>Objectives and summary</i> | <i>People giving evidence</i> |
|--|---|--|
| 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 Fund for 2010/11. | Duncan Savage, Assistant Director (Corporate Resources - Audit) |
| County Council Procurement review (provisional) | To consider the outcomes of a cross-council procurement review designed to improve the Council's commercial and contract management skills and capabilities, as well as improve our understanding of markets. | Duncan Savage, Assistant Director (Corporate Resources - Audit) |
| June 2012 | | |
| Internal Audit Strategy 2012/13 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 2011/12 | 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 2012/13 | 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 |

| Issue | Objectives and summary | People giving evidence |
|------------------|---|---|
| | | (Corporate Resources - Audit) |
| 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. Previously heard June 2011 | John Morris, Assistant Director, Corporate Resources (Property) |

Contact Officer: **Harvey Winder**, Scrutiny Support Officer, 01273 481796 or harvey.winder@eastsussex.gov.uk

Acronyms / Glossary

Build East Sussex is a network led by East Sussex County Council and Brighton and Hove City council, aimed at developing the construction supply chain across East Sussex. Further details can be found [here](#).

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

RPPR Reconciling Policy, Performance and Resources – has replaced RPR (as of July 2011) as a means of developing the Council’s plans and budget 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

| Information reports provided to Members (date sent) | |
|---|---|
| 19/08/2011 | Community Help Point & Information Kiosk Briefing Note |
| 19/08/2011 | ESCC Public Health Proposal - Proposal to review options for an integrated public health service in East Sussex |