

# Audit, Best Value & Community Services Scrutiny Committee Work Programme



**Date:** Issue 15: October 2011

## Document summary

Future work programme of the Audit, Best Value & Community Services Scrutiny Committee at a glance.

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
<b>Standing items appearing regularly at committee</b>		
Scrutiny work programme	This is where new ideas and suggestions for scrutiny projects will appear whilst awaiting a decision on 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	Performance monitoring by scrutiny is now largely undertaken as part of individual scrutiny reviews and only by the scrutiny committee on an exceptional 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:	Various officers as required

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	<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>	
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)
Strategic risk monitoring log	Provides a chief officer view of the strategic risks facing the authority.	Rawdon Philips, Insurance and Risk Manager (Corporate Resources)
<b>9 November 2011</b>		
Audit Annual Letter	Presents a summary of the external auditor's work in relation to the Council over the year.	Duncan Savage, Assistant Director (Corporate Resources) / Leigh Lloyd Thomas (PKF)
Scrutiny review of the use of a) agency staff and b) consultants in ESCC	<p>To consider a 12 month monitoring report:</p> <p>a) The latest information available about the use of agency staff via the Comensura project highlighting any key performance indicators that are causing concern</p> <p>b) Progress with the initiatives being put in place to better manage the ad hoc use of consultants by the County Council.</p>	<p>Leatham Green, Assistant Director, Personnel and Training</p> <p>Duncan Savage, Assistant Director (Corporate Resources)</p>
Registration Service	To consider progress with the service review of the registration service.	Irene Campbell, Assistant Director, Community Services
South East 7 partnership update	To provide the Committee with the background and a position statement on the SE7 in general and on the specific focus areas of activity.	Becky Shaw, Chief Executive

Issue	Objectives and summary	People giving evidence
<b>28 February 2012</b>		
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.	Leigh Lloyd-Thomas, Janine Combrink (PKF), Duncan Savage, Assistant Director (Corporate Resources)
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.	Leigh Lloyd-Thomas & Janine Combrink (PKF), Duncan Savage, Assistant Director (Corporate Resources)
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 2011/12.	Leigh Lloyd-Thomas & Janine Combrink (PKF), Duncan Savage, Assistant Director (Corporate Resources)
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)
Roles and responsibilities of schools and ESCC	An explanation of the relative roles and responsibilities of schools and the local authority.	Penny Gaunt, Deputy Director of Children's Services
<b>1 June 2012</b>		

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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)
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)
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)
External Audit fee letters 2012/13	Sets out the fees and high level work plans for our external audit (PKF) for the coming year.	Leigh Lloyd-Thomas & Janine Combrink (PKF), Duncan Savage, Assistant Director (Corporate Resources)
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 enhancements such as reduced energy lamps and pilot switch-offs. Previously heard June 2011.	John Morris, Assistant Director, Corporate Resources (Property)
Treasury Management	Update and review of the treasury management and the treasury performance strategy.	Amanda Walker, Deputy Director of Finance

Issue	Objectives and summary	People giving evidence
<b>4 September 2012</b>		

**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

<b>Information reports provided to Members (date sent)</b>	
<b>19/08/2011</b>	<b>Community Help Point &amp; Information Kiosk Briefing Note</b>
<b>19/08/2011</b>	<b>ESCC Public Health Proposal</b> - Proposal to review options for an integrated public health service in East Sussex
<b>26/10/2011</b>	<b>The Keep Progress Report Briefing Note</b>

## About this document:

<p><b>Enquiries:</b> Scrutiny Support Officer, Scrutiny &amp; Best Value Author: Harvey Winder Telephone: 01273 481796 Email: harvey.winder@eastsussex.gov.uk</p> <p><b>Download this document</b> <b>From:</b> <a href="#">Eastsussex.gov.uk &gt; Your Council &gt; About the Council &gt; Committees &gt; Council Meetings &gt; Audit, Best Value and Community Services Scrutiny Committee &gt; Future work at a glance</a></p>	<p><b>Version number:</b> v15 <b>Related information</b> Nil</p>
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