

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



**Date:** Issue 16: November 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>28 February 2012</b>		
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 Claim Certification	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)
Internal Audit Progress	To provide Members with a summary of the key audit findings, progress on delivery of the Audit Plan and the performance of the internal audit service	Duncan Savage, Assistant

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Report: Quarter 3	during Quarter 3	Director (Corporate Resources)
Treasury Management Strategy	Update and review of the treasury management and the treasury performance strategy.	Amanda Walker, Deputy Director of Finance
Internal Audit Service Review	To consider the outcome from the Internal Audit Service Review	Duncan Savage, Assistant Director (Corporate Resources)
County Council Procurement review	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)
Future of local Public Audit: update	Update on the Department for Communities and Local Government's response to the consultation paper on the future of local public audit and the progress of the Audit Commission's outsourcing exercise.	Duncan Savage, Assistant Director (Corporate Resources)
Reconciling policy, performance and resources (RPPR)	Update on outcomes from the 2012/13 process and lessons to take forward.	Paul Dean, Scrutiny Manager
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 & Russell Banks, Principal Audit Manager
Library and Information Team: Discussion of proposed consultation	Discussion of proposed consultation ahead of the service review of the Library and Information Team	Irene Campbell, Assistant Director, Community Services
<b>1 June 2012</b>		
Internal Audit Strategy 2012/13 and Annual	Sets out the internal audit strategy, including key themes and detailed	Duncan Savage, Assistant

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Plan	coverage across departments for the year ahead.	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
County Council Duties and Responsibilities in relation to Schools	Update on work undertaken to identify and assess the risks associated with non compliance within schools, along with the identification of risk mitigation measures expected to be in place.	Penny Gaunt, Deputy Director of Children’s Services & Russell Banks, Principal Audit Manager

Issue	Objectives and summary	People giving evidence
<b>4 September 2012</b>		
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 2012/13 policy steers for Strategic Management & Economic Development and Corporate Resources in time for Cabinet to update the policy steers in October 2012. To establish a RPPR Board of members to undertake more detailed investigations as required.	Chief Executive / Director of Corporate Resources
<b>6 November 2012</b>		
Audit 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.	Duncan Savage, Assistant Director (Corporate Resources - Audit)

## 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 provided to Members	
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
26/10/2011	The Keep Progress Report Briefing Note
04/01/2012	Number of hours worked by Agency staff in 2011/12 and over the same period in 2010/11
20/01/2012	Contractors Insurance Top-up facility update
30/01/2012	Member reference group to provide a member perspective on the service review of Communications (Cllrs Sparks, Barnes, B Tidy)

## 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> v16</p> <p><b>Related information</b> Nil</p>
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