

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



**Date:** Issue 17: March 2012

## 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	Various officers as required

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	<p>'red' would be included in the report:</p> <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 <u>and to receive updates on the Contractors Insurance Top-Up Facility when appropriate</u>	Rawdon Philips, Insurance and Risk Manager (Corporate Resources)
<b>1 June 2012</b>		
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)
Carbon Reduction	To consider progress in preparing for the carbon reduction commitment energy saving scheme and to reduce energy consumption. Recent	John Morris, Assistant Director, Corporate Resources (Property)

Issue	Objectives and summary	People giving evidence
	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.	
Treasury Management Stewardship Report	Update and review of the treasury management and the treasury performance strategy.	Amanda Walker, Deputy Director of Finance
Agree membership for a Joint Reference Group	Agree the membership of a Joint Reference Group with Children's Services Scrutiny Committee to look at local authority powers, responsibilities and roles in relation to schools.	Penny Gaunt, Deputy Director of Children's Services
Communications Service Review: Update	Provide the Committee with an update on the progress of the Communications Service Review	Simon Hughes, Assistant Chief Executive; Governance and Community Services
<b>4 September 2012</b>		
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)
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	Rawdon Philips, Insurance and Risk Manager (Corporate

Issue	Objectives and summary	People giving evidence
	on the strategic risk log.	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
Library Service Mobile, Rural and Eastbourne Consultation	Feedback on the Library Service Mobile, Rural and Eastbourne Consultation	Irene Campbell, Assistant Director, Community Services
Local authority powers, responsibilities and roles in relation to schools Joint Reference Group	Joint ABVCS/Children's Services Scrutiny Reference Group: Local authority powers, responsibilities and roles in relation to schools. Group to report back to Committee	Deputy Director of Children's Services
<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)
<b>February 2013</b>		
External Audit Plan	Sets out in detail the work to be carried out by Council's external auditors.	Leigh Lloyd-Thomas, Janine

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2012/13		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 2012/13	To consider and comment upon the External Audit Plan for the East Sussex Pension Fund for 2012/13.	Leigh Lloyd-Thomas & Janine Combrink (PKF), Duncan Savage, Assistant Director (Corporate Resources)
Internal Audit Progress Report: Quarter 3	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 during Quarter 3	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
<b>June 2013</b>		
Update of annual expenditure on Agency Staff	Update on annual expenditure on Agency Staff.	Sarah Hills, Personnel Manager

#### 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 provided to Members</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 - Proposal to review options for an integrated public health service in East Sussex</b>
<b>26/10/2011</b>	<b>The Keep Progress Report Briefing Note</b>
<b>04/01/2012</b>	<b>Number of hours worked by Agency staff in 2011/12 and over the same period in 2010/11</b>
<b>20/01/2012</b>	<b>Contractors Insurance Top-up facility update</b>
<b>30/01/2012</b>	<b>Member reference group to provide a member perspective on the service review of Communications (Cllrs Sparks, Barnes, B Tidy)</b>
<b>17/05/2012</b>	<b>Update of annual expenditure on Agency Staff</b>

## About this document:

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