

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



**Date:** Issue 18: September 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>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 on the strategic risk log.	Rawdon Philips, Insurance and Risk Manager (Corporate Resources)

Issue	Objectives and summary	People giving evidence
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	To comment on the initial feedback from the Library Service Mobile, Rural and Eastbourne consultation.	Irene Campbell, Assistant Director, Community Services
Overview of the Coroner's Office	A presentation outlining the roles and responsibilities of the Coroners Service in East Sussex	Alan Craze, HM Coroner
<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)
Treasury Management Half-Year Report	<p>The Code of Practice for Treasury Management requires the review of the Council's treasury management performance to be reported half way through the year as well as at the end of each financial year.</p> <p>The report will set out:</p> <ul style="list-style-type: none"> <li>•A summary of the original strategy agreed for 2012/13 and the economic factors affecting this strategy in the first six months of this year.</li> <li>•The treasury management activity during the first six months.</li> </ul> <p>The performance to date of the Prudential Indicators, which relate to the Treasury function and compliance within limits.</p>	Amanda Walker, Deputy Director of Finance

Issue	Objectives and summary	People giving evidence
The Public Services (Social Value) Act (2012): Update	A verbal update on the impact of the Public Services (Social Value) Act (2012) on procurement procedures.	Duncan Savage, Assistant Director (Corporate Resources - Audit)
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>26 February 2013</b>		
External Audit Plan 2012/13	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 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)

Issue	Objectives and summary	People giving evidence
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>		
Internal Audit Strategy 2013/14 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 2012/13	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 initiatives include energy savings projects in schools and other buildings, and street lighting enhancements such as reduced energy lamps and pilot switch-offs. Heard previously June 2012.	John Morris, Assistant Director, Corporate Resources (Property)
Treasury Management Stewardship Report	Update and review of the treasury management and the treasury performance strategy.	Amanda Walker, Deputy Director of Finance
Update of annual expenditure on Agency	Update on annual expenditure on Agency Staff.	Sarah Hills, Personnel Manager

Issue	Objectives and summary	People giving evidence
Staff		
Sussex and Surrey Procurement partnership: Update	Update of Sussex and Surrey procurement partnership	Duncan Savage, Assistant Director (Corporate Resources)

### 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	<b>Community Help Point &amp; Information Kiosk Briefing Note</b>
19/08/2011	<b>ESCC Public Health Proposal</b> - Proposal to review options for an integrated public health service in East Sussex
26/10/2011	<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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**Version number:** v18

### Related information

Nil

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