

## **EAST AYRSHIRE COUNCIL**

### **GOVERNANCE AND SCRUTINY COMMITTEE - 15 FEBRUARY 2008**

#### **WORK PROGRAMME: QUARTERLY UPDATE**

#### **Report by Depute Chief Executive/Executive Director of Corporate Support**

#### **1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to provide a quarterly update of the Governance and Scrutiny's Work Programme.

#### **2. BACKGROUND**

- 2.1 The Committee have agreed to receive quarterly update reports on the three key elements of its work as follows:-

- Element 1 which consists of regular monitoring reports which provide information to Members to determine future reviews or for further analysis at meetings of the Committee (See Appendix I). Reports for future meetings have been categorised into the main functions of the Committee namely:-
  - Audit & Risk;
  - Corporate Governance;
  - Performance and Best Value;
  - Scrutiny; and
  - General;
- Element 2 which will provide full scrutiny/review exercises covering a range of topics determined by the Committee, in accordance with the Governance and Scrutiny Guidelines approved recently by Members. The topics selected for review in 2008/09 identified at the Workshop held on 24 January 2008 will be presented in a separate report to Committee on 14 March 2008; and
- Element 3 which consists of the call-in process to provide for regular review of Cabinet decisions (See Appendix II).

#### **3. FINANCIAL/LEGAL/POLICY/COMMUNITY PLANNING IMPLICATIONS - NIL.**

#### **4. RECOMMENDATIONS**

- 4.1 It is recommended that the Committee note the quarterly update report of the Governance and Scrutiny Committee's work programme, as detailed in the Appendices to the report.

Elizabeth Morton

Depute Chief Executive/Executive Director of Corporate Support

1 February 2008

JMcG/SR

#### **LIST OF BACKGROUND PAPERS - NIL**

Any person wishing further information on this report should contact Bill Walkinshaw, Head of Democratic Services on Tel No (01563) 576135.

**Implementation Officer: Julie McGarry, Administration Manager.**

**APPENDIX 1**

**GOVERNANCE AND SCRUTINY COMMITTEE - GENERAL BUSINESS/MONITORING REPORTS**

<b><u>DATE</u></b>	<b><u>REPORT</u></b>	<b><u>PURPOSE OF REPORT</u></b>
28 September 2007	Finance Capital Report for Period 4	Report by Executive Head of Finance advising Members of the anticipated General Services and housing investment capital expenditure for 2007/08
	Best Value and Community Planning Improvement Agenda (all 14 Action Plans) - Progress Against Action Plans	This report details progress against the 14 Action Plans that were agreed with Audit Scotland, following the Council's Audit of Best Value and Community Planning in September 2006
	Communication of Audit Matters to those Charged with Governance (ISA 260)	To draw to Members attention any matters arising from the Audit of the Financial Statements 2006/07
	Draft Guidance Document on Governance and Scrutiny within East Ayrshire Council	Report by the Depute Chief Executive/ Executive Director of Corporate Support on the outcome of the consultation on the initial guidance document.
	Work Programme for 2007/08	Report by Depute Chief Executive/ Executive Director of Corporate Support on the draft prioritised work programme for 2007/08 based on suggestions and topics from Elected Members.

<u>DATE</u>	<u>REPORT</u>	<u>PURPOSE OF REPORT</u>
26 October 2007	Finance Capital Report for Period 5	Report by Executive Head of Finance advising Members of the anticipated General Services and housing investment capital expenditure for 2007/08
	Best Value Improvement Agenda (Action Plan No 2) - Performance Management - Development of a Corporate Performance Management Framework	<ul style="list-style-type: none"> <li>▪ Progress against all 14 Action Plans that were agreed with Audit Scotland following the Council's Audit of Best Value and Community Planning in September 2006 will be reported to Governance and Scrutiny Committee in September 2007 (see above).</li> <li>▪ This report gives the Committee more detailed information on progress against Action Plan No.2, and specifically the Council's progress against the design and implementation of a Council-wide Performance Management Framework.</li> </ul>
	Summary Report of Property Disposals/Acquisitions from 1 April to 30 September of each financial year	To submit, for information, a summary report on all property disposals/acquisitions which have been concluded in terms of the Scheme of Delegation
	Awarding of Contracts	Report by Depute Chief Executive/ Executive Director of Corporate Support providing details of tenders which have been accepted.

<u>DATE</u>	<u>REPORT</u>	<u>PURPOSE OF REPORT</u>
26 October 2007 (Con't)	Monitoring Reports	Report by Depute Chief Executive/ Executive Director of Corporate Support detailing for information a list of future reports
	Initial Draft Guidance document on Governance and Scrutiny within East Ayrshire Council	Report by Depute Chief Executive/ Executive Director of Corporate Support on the overall framework for Governance and Scrutiny in East Ayrshire Council
23 November 2007	Finance Revenue Report for Period 6	Report by Executive Head of Finance advising Members of the projected financial position for the 2007/08 General Services Revenue budget
	Annual Report to Elected Members and the Controller to Audit	To summarise the work and findings from the Audit of the Authority for 2006/07
	Final outturn on contracts from 1 April - end October 2007	Report by Depute Chief Executive/ Executive Director of Corporate Support on final outturn of works contracts which have been completed from 1 April - end October 2007
	Review of EFQM Pathway	Report by Executive Head of Finance and Asset Management on outcome and annual review
	Work Programme	Report by Depute Chief Executive/ Executive Director of Corporate Support on the quarterly update.
	SQA Exam Results 2007	Annual report by Executive Director of Educational and Social Services on overall East Ayrshire performance on 2007 diet examinations

<b><u>DATE</u></b>	<b><u>REPORT</u></b>	<b><u>PURPOSE OF REPORT</u></b>
23 November 2007 (cont)	Outwith Placements including Secure Accommodation	Six monthly report by Executive Director of Educational and Social Services on a summary of the Department's use of outwith placements including secure placements to October 2007.
21 December 2007	Finance Capital Report for Period 7	Report by Executive Head of Finance advising Members of the anticipated General Services and housing investment capital expenditure for 2007/08
	Awarding of Contracts	Report by Depute Chief Executive/ Executive Director of Corporate Support providing details of tenders which have been accepted.
	Best Value Improvement Agenda (Action Plan No 10) - Challenge and Review - Progress Against Best Value Service Review (BVSR) Programme for 2006/07 and New Arrangements for 2007/2010	<ul style="list-style-type: none"> <li>▪ Progress against all 14 Action Plans that were agreed with Audit Scotland following the Council's Audit of Best Value and Community Planning in September 2006 was reported to Governance and Scrutiny Committee in September 2007 (see above).</li> <li>▪ This report gives the Committee more information on progress against Action Plan No.10, and specifically the Council's progress against the BVSR Programme for 2006/07, and details of the proposed Programme for 2007/10.</li> </ul>
	Mid Term Internal Audit Report	This report to provide a summary of the audits undertaken during the previous six months and their outcomes

<u>DATE</u>	<u>SECTION OF REPORT</u>	<u>REPORT</u>	<u>PURPOSE OF REPORT</u>
18 January 2008	Performance/Best Value	Strategic Self Assessments - Progress Against Current Actions and New Arrangements for Future Years	<ul style="list-style-type: none"> <li>• Strategic Self Assessments were carried out at both a corporate and service level across the Council, as part of the Council's submission to Audit Scotland, prior to the Council's Audit of Best Value and Community Planning in September 2006.</li> <li>• This report details progress against the original Assessments, and describes the proposed arrangements that will be put in place for future years.</li> </ul>
15 February 2008	Performance/Best Value	SPI's Council Profiles 2006/07	Following the report to Full Council in June 2007 of unaudited SPIs, this report provides analysis of the Council's performance against previous years, and against other Scottish councils, following the publication of all national results by Audit Scotland.

<u>DATE</u>	<u>SECTION OF REPORT</u>	<u>REPORT</u>	<u>PURPOSE OF REPORT</u>
15 February 2008 (cont)		Statutory Performance Indicators 2008/09 - Direction 2007	Report by Executive Head of Finance and Asset Management to advise Committee of the Publication of Information (Standards of Performance) Direction 2007, for the financial year 2008/09 by the Accounts Commission
		East Ayrshire Joint Future Partnership - Joint Performance Information and Assessment Framework (JPIAF) Evaluation 2006/07	Report by Executive Director of Educational and Social Services to (i) inform Committee of the outcomes of the evaluation of East Ayrshire Joint Future Partnership's JPIAF submission for 2006/07; (ii) seek the endorsement of Committee for the steps being taken by the Partnership to address the recommendations for improvement and action identified within the evaluation; and (iii) advise Committee of the new arrangements for reporting on the performance of Joint Future Partnerships for 2007/08.
	Scrutiny	Awarding of Contracts	Report by Depute Chief Executive/ Executive Director of Corporate Support providing details of tenders which have been accepted.

<u>DATE</u>	<u>SECTION OF REPORT</u>	<u>REPORT</u>	<u>PURPOSE OF REPORT</u>
15 February 2008 (cont)	Scrutiny	Revenue Monitoring Report - Period 9	Report by Executive Head of Finance and Asset Management on projected financial position of Governance and Scrutiny Revenue budget.
		Attendance and Absence 2006/07	Report by Executive Director of Educational and Social Services to advise of pupil attendance and absences in East Ayrshire Schools
	Other Business	Work Programme	Report by Depute Chief Executive/ Executive Director of Corporate Support on the quarterly update.
	Called-in Items	Consideration of a called-in Decision of Cabinet: Parent Councils of Crossroads Primary School and Sorn Primary School: Deputations	Consider called-in decision of Cabinet meeting held on 24 January 2008 relating to the Parent Councils of Crossroads Primary School and Sorn Primary School: Deputations.
14 March 2008	Scrutiny	Capital Monitoring Report - Period 9	Report by Executive Head of Finance and Asset Management on projected financial services of General Services and Housing Investment Capital Programmes based on information provided by Executive Directors.

<u>DATE</u>	<u>SECTION OF REPORT</u>	<u>REPORT</u>	<u>PURPOSE OF REPORT</u>
4 April 2008	Scrutiny	Awarding of Contracts	Report by Depute Chief Executive/ Executive Director of Corporate Support providing details of tenders which have been accepted.
		Final outturn on contracts from November 2007 - March 2008	Report by Depute Chief Executive/ Executive Director of Corporate Support on final outturn of works contracts which have been completed from November 2007 - March 2008
		Revenue Monitoring Report - Period 11	Report by Executive Head of Finance and Asset Management on projected financial position of Governance and Scrutiny Revenue budget.
		Capital Monitoring Report - Period 11	Report by Executive Head of Finance and Asset Management on projected financial services of General Services and Housing Investment Capital Programmes based on information provided by Executive Directors.

<u>DATE</u>	<u>SECTION OF REPORT</u>	<u>REPORT</u>	<u>PURPOSE OF REPORT</u>
4 April 2008 (cont)	Audit/Risk	Internal Audit Plan	This report to include an analysis of Internal Audit's planned activity (no of audit days per type of activity) and an illustration of the assignments planned for the year
2 May 2008	Scrutiny	Summary Report of Property Disposals/Acquisitions from 1 October to 31 March for each financial year	To submit, for information, a summary report on all property disposals/ acquisitions which have been concluded in terms of the Scheme of Delegation
		Outwith Placements including Secure Accommodation	Six monthly report by Executive Director of Educational and Social Services on a summary of the Department's use of outwith placements including secure placements to April 2008.
30 May 2008	Scrutiny	Awarding of Contracts	Report by Depute Chief Executive/ Executive Director of Corporate Support providing details of tenders which have been accepted.
	General	Work Programme	Report by Depute Chief Executive/ Executive Director of Corporate Support on the quarterly update.

<u>DATE</u>	<u>SECTION OF REPORT</u>	<u>REPORT</u>	<u>PURPOSE OF REPORT</u>
27 June 2008	Audit	Internal Audit Annual Report	This report to provide a summary of the audits undertaken during the previous year and their outcome including an opinion on the adequacy and effectiveness of Council's systems of internal control
	Performance Review/Best Value	Unaudited SPI's 2007/08	This report provides Committee with the unaudited SPIs that will be submitted to the Council's external auditors. As detailed above, the compendium of audited indicators will be placed in the Members' lounge in September, and one further report (analysing performance following the publication of council results across Scotland) is scheduled for February next year.
	Scrutiny	Annual report on Complaints and Comments 2007/08	Provides information relating to the formal complaints received and resolved by Council for the period 1 April 2007 to 31 March 2008

<u>DATE</u>	<u>SECTION OF REPORT</u>	<u>REPORT</u>	<u>PURPOSE OF REPORT</u>
27 June 2008 (cont)	Corporate Governance	Local Code of Corporate Governance	Report by Chief Executive on progress on implementing the Council's Action Plan and seeking approval for adoption of an updated Local Code of Corporate Governance and Action Plan for 2008/09.
29 August 2008	Scrutiny	Awarding of Contracts	Report by Depute Chief Executive/ Executive Director of Corporate Support providing details of tenders which have been accepted.
	General	Work Programme	Report by Depute Chief Executive/ Executive Director of Corporate Support on the quarterly update.
	Audit	Internal Audit Annual Report 2007/08	Report by Chief Auditor to advise of matters of significance that have arisen out of the 07/08 audit process.
26 September 2008	Performance/Best Value	Best Value Community Planning Improvement Agenda	Annual update report on progress made against each of the detailed improvement Action Plans which underpin the Council's Improvement Agenda resulting from the Best Value and Community Planning Audit.
	Corporate Governance	Communication of Audit Matters to those Charged with Governance (ISA 260)	To draw to Members attention any matters arising from the Audit of the Financial Statements 2007/08

<u>DATE</u>	<u>SECTION OF REPORT</u>	<u>REPORT</u>	<u>PURPOSE OF REPORT</u>
24 October 2008	Scrutiny	Awarding of Contracts	Report by Depute Chief Executive/ Executive Director of Corporate Support providing details of tenders which have been accepted.
21 November 2008	Scrutiny	Outwith Placements including Secure Accommodation	Six monthly report by Executive Director of Educational and Social Services on a summary of the Department's use of outwith placements including secure placements to October 2008.
		SQA Exam Results 2008	Annual report by Executive Director of Educational and Social Services on overall East Ayrshire performance on 2008 diet examinations
	General	Work Programme	Report by Depute Chief Executive/ Executive Director of Corporate Support on the quarterly update.
	Audit	Annual Report to Elected Members and the Controller to Audit	To summarise the work and findings from the Audit of the Authority for 2007/08
19 December 2008	Scrutiny	Awarding of Contracts	Report by Depute Chief Executive/ Executive Director of Corporate Support providing details of tenders which have been accepted.

<u>DATE</u>	<u>SECTION OF REPORT</u>	<u>REPORT</u>	<u>PURPOSE OF REPORT</u>
19 December 2008 (cont)	Audit	Mid Term Internal Audit Report	This report to provide a summary of the audits undertaken during the previous six months and their outcomes
January 2009	Audit	Annual Report to Elected Members and the Controller of Audit	To summarise the work and findings from the Audit of the Authority for 2008/09

Updated: 28 January 2008

AMC/FM

**APPENDIX II**

**CALL-IN BUSINESS**

<b><u>ITEM CALLED IN/CABINET MEETING</u></b>	<b><u>GOVERNANCE AND SCRUTINY MEETING AT WHICH ITEM WAS CONSIDERED</u></b>	<b><u>RECOMMENDATION OF GOVERNANCE &amp; SCRUTINY COMMITTEE</u></b>	<b><u>OUTCOME OF CABINET CONSIDERATION</u></b>
Windfarm Policy, Item 6: 24/10/07	23 November 2007	It was agreed to refer this matter back to Cabinet with a recommendation that the Cabinet give further consideration to the proposed contributions disbursement policy with a view to achieving a 70:30 split and that Cabinet receive options to achieve the equivalent of this split for consideration and that Cabinet also ensure that any selected option would not result in any detriment to the local community.	Cabinet, at its meeting held on 5 December 2007, accepted the Committee's recommendations to achieve 70:30 split in the Disbursement Policy to ensure that any selected option would not result in any detriment to the local community. Cabinet agreed, amongst other things, a dispersal formula of 10 years front loaded to the local area then a 50:50 split ratio which equated to the 70:30 split ratio over the 25 year period. The Cabinet also noted that procedures for the operation of the renewable energy fund, would include community and Local Elected Members consultation in the grant assessment process would be presented to a future meeting of Cabinet for approval.
Parent Councils of Crossroads Primary School and Sorn Primary School: Deputations, Item 1E: 24/1/08			

1 February 2008