

EAST AYRSHIRE COUNCIL

GOVERNANCE AND SCRUTINY COMMITTEE – 14 MARCH 2008

TOPICS FOR REVIEW 2008/09

Report by Depute Chief Executive/Executive Director of Corporate Support

1. PURPOSE OF REPORT

- 1.1** To present the topics suggested for review in 2008/09 along with the scoping papers for approval by Committee.

2. BACKGROUND

- 2.1** At the Governance and Scrutiny Workshop held on Thursday 24 January 2008, consideration was given to topics suggested for review which included recommendations on criteria for selection/rejection. The workshop agreed that scoping papers be submitted to this Committee along with an appropriate work programme on 3 separate topics.

3. TOPICS FOR REVIEW 2008/09

- 3.1** The undernoted topics have been selected for review and appropriate scoping papers are also enclosed:-
- (i) Project 1 – to ascertain the availability of affordable housing throughout the settlements of East Ayrshire (Appendix 1);
 - (ii) Project 2 – to explore the background reasons on the level of complaints on the contract upgrades to Council's housing stock within the Capital Programme (Appendix 2);
 - (iii) Project 3 – Vehicle Tracker System (Masternaut Traffic Management System) – Appendix 3.
- 3.2** Appendix 4 submits, for approval, the draft timetable for carrying out the three reviews within the 08/09 calendar.
- 3.3** Members are reminded that the topic on “a best value review of the charging levels by Building and Works” was considered by the Committee at its meeting on 23 November 2007 when it was agreed that this topic was already being addressed and that in accordance with the selection/rejection criteria no review be undertaken at this time but that the Committee could determine to review in the future the performance of property maintenance arrangements to ascertain if identified improvements had been achieved but that this review should not be undertaken within 12 months of the implementation date. Therefore, this topic will be considered again at the Governance and Scrutiny Workshop to be held in January 2009.

4. FINANCIAL/POLICY/LEGAL/COMMUNITY PLANNING IMPLICATIONS – Nil arising directly from this report.

5. RECOMMENDATIONS

5.1 The Committee is asked:-

- (i) to approve the scoping papers for each of the projects as detailed in Appendices 1 to 3; and
- (ii) to approve the draft timetable for 2008/09 detailed in Appendix 4.

Elizabeth Morton
Depute Chief Executive/Executive Director of Corporate Support

12 February 2008
JMcG/KS

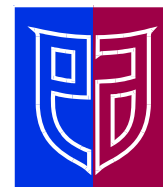
LIST OF BACKGROUND PAPERS

1. Various topics suggestions forms.

Any person wishing to inspect the background papers relative to this report should contact Julie McGarry, Administration Manager on Tel No (01563) 576147. Any person wishing further information on this report should contact Bill Walkinshaw, Head of Democratic Services on Tel No (01563) 576135.

Implementation Officer: Bill Walkinshaw, Head of Democratic Services.

APPENDIX I



EAST AYRSHIRE COUNCIL

GOVERNANCE & SCRUTINY PROJECT PLAN TEMPLATE

PROJECT 1

REVIEW TOPIC:

To ascertain the availability of affordable housing throughout the settlements of East Ayrshire.

OBJECTIVES:

Obtain statistical information on the availability of affordable housing throughout the settlements of East Ayrshire.

DESIRED OUTCOMES:

- To provide the Council and Elected Members statistical information on the availability of affordable housing.
- To provide Members with accurate information which will inform the Council in the forthcoming Scottish Government consultation Scottish Planning Policy (SPP3): Planning for Housing, Consultative Draft which deals in part with identifying the need for, and supply of, affordable housing.
- To obtain information on the demand for affordable housing

TERMS OF REFERENCE:

To gather all relevant statistical information on affordable housing both in respect of Council housing and all private sector (rented/owned).

KEY ISSUES:

To address the perception of the lack of affordable housing in East Ayrshire.

RISKS:

Nil arising from this review.

VENUES:

N/A

TIMESCALE:

START: April 2008

FINISH: September 2008

INFORMATION REQUIREMENTS AND SOURCES:**Documents/Evidence** (what/why)

Housing (Scotland) Acts 1987 and 2001

Planning Legislation: Town and Country Planning Act 1997
Planning (Scotland) Act 2006

East Ayrshire Housing Strategy Update

Newhaven Research: Affordability and Migration within the Ayrshire Housing System
April 2007

Tribal HCH: East Ayrshire Council Affordable Housing Report April 2007

Draft East Ayrshire Affordable Housing Policy

Draft East Ayrshire Local Plan: Consultation Draft

Witnesses (who/why)

N/A

Consultation/Research (what, why, who)

Head of Housing

Head of Legal, Procurement and Regulatory Services

Head of Planning and Economic Development

Site Visits (where, why, when)

Castleview Avenue, Galston (where there is a mix of social rented and shared equity housing)

Enquiry by Design Development - Knockroon

OFFICER SUPPORT:

John Griffiths, Head of Leisure Services

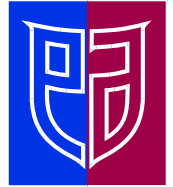
Lorna Service, Exchequer Manager, Finance and Asset Management

Governance and Scrutiny Support Team

TARGET BODY FOR REPORT: (Cabinet/Council)

Cabinet

APPENDIX II



EAST AYRSHIRE COUNCIL

GOVERNANCE & SCRUTINY PROJECT PLAN TEMPLATE

PROJECT 2

REVIEW TOPIC:

To explore the background reasons on the level of complaints on the contracted upgrades to Council's housing stock within the Capital Programme.

OBJECTIVES:

To provide an efficient and seamless service to Council tenants during the execution of all capital contracts.

DESIRED OUTCOMES:

- To dramatically reduce the level of complaints from tenants.
- To enhance the joint working between contractor/Council to avoid disruption to tenant
- To achieve improvements in service delivery in line with Best Value and raise the Council profile.

TERMS OF REFERENCE:

- To evaluation existing arrangements
- To examine the reasons for the level of complaints regarding upgrades to Council housing stock.
- To address the reasons for delays which have occurred in completing housing stock modernisation/upgrades under the Capital Programme where a problem has arisen during the course of these works.

KEY ISSUES:

Customer satisfaction rates
Review contractual arrangements

RISKS:

VENUES:

N/A

TIMESCALE:

START: June 2008

FINISH: October 2008

INFORMATION REQUIREMENTS AND SOURCES:

Documents/Evidence (what/why)

- Capital Programme
- Complaints in respect of capital contracts in relation to upgrades to the housing stock
- Contractual terms between the Council and contractors for remedying contractual irregularities

Witnesses (who/why)

Executive Head of Finance and Asset Management
Executive Director of Neighbourhood Services
Head of Housing

Consultation/Research (what, why, who)

Executive Head of Finance and Asset Management
Head of Housing
Contractors (including private contractors and Building and Works Services)
Tenants Federation

Site Visits (where, why, when)

N/A

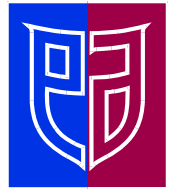
OFFICER SUPPORT:

Robin Gourlay, Head of Facilities Management
Carol Foote, Principal Officer, Performance and Best Value
Governance and Scrutiny Support Team

TARGET BODY FOR REPORT: (Cabinet/Council)

Cabinet

APPENDIX III



EAST AYRSHIRE COUNCIL

GOVERNANCE & SCRUTINY PROJECT PLAN TEMPLATE

PROJECT 3

REVIEW TOPIC:

Vehicle Tracker System (Masternaut Traffic Management System)

OBJECTIVES:

To assess the performance and the key outcomes of the Vehicle Tracker System arising from the initial review.

DESIRED OUTCOMES:

- To assess the impact of the introduction of the Masternaut System including a cost benefit analysis.
- To ensure the outcomes from the Action Plan have been taken forward and implemented.
- To consider the possibility of rolling out the system to other areas within the Council

TERMS OF REFERENCE:

- Assess the impact of the recent review on the system
- Ensure that the software product is meeting the Services' expectations;
- Ensure that the product is being used to its full potential in respect of the management of assets and the workforce within the Building and Works Service;
- Make any suggestions considered appropriate to improve the use of this product; and
- To ensure the product is consistent with providing a more efficient emergency response repair service.

KEY ISSUES:

Assessment of the impact of the recommendations from the recent review

RISKS:

Nil arising from this review

VENUES:

Burnside Street, Kilmarnock

TIMESCALE:

START: November 2008

FINISH: March 2009

INFORMATION REQUIREMENTS AND SOURCES:**Documents/Evidence** (what/why)

- Specification of the Masternaut Traffic Management System
- Report on the review of the system

Witnesses (who/why)

Executive Director of Neighbourhood Services
Head of Building and Works

Consultation/Research (what, why, who)

Internal Users

Site Visits (where, why, when)

Building and Works Depot, Burnside Street, Kilmarnock

OFFICER SUPPORT:

Malcolm Roulston, Head of Information Technology
David McDowall, Building Standards Manager
Governance and Scrutiny Support Team

TARGET BODY FOR REPORT: (Cabinet/Council)

Cabinet

APPENDIX IV

GOVERNANCE AND SCRUTINY 2008/2009 – ANNUAL PROGRAMME DRAFT TIMETABLE

<u>MONTH</u>	<u>PROJECT 1 – LEAD OFFICERS: JOHN GRIFFITHS, HEAD OF LEISURE AND LORNA SERVICE, EXCHEQUER MANAGER, FINANCE AND ASSET MANAGEMENT</u>	<u>PROJECT 2 – LEAD OFFICERS: ROBIN GOURLAY, HEAD OF FACILITIES MANAGEMENT AND CAROL FOOTE, PRINCIPAL OFFICER, PERFORMANCE AND BEST VALUE</u>	<u>PROJECT 3 – LEAD OFFICERS: MALCOLM ROULSTON, HEAD OF INFORMATION TECHNOLOGY AND DAVID McDOWALL, BUILDING STANDARDS MANAGER</u>
April	Commence Investigation		
May			
June	Submit draft report (Governance and Scrutiny)	Commence Investigation	
July			
August			
September	Submit Final Report (Cabinet)	Submit Draft Report (Governance and Scrutiny)	
October		Submit Final Report (Cabinet)	
November			Commence Investigation
December			
January			
February			Submit Draft Report (Governance and Scrutiny)
March			Submit Final Report (Cabinet)

Project 1 – To ascertain the availability of affordable housing throughout the settlements of East Ayrshire.

Project 2 – To explore the background reasons on the level of complaints on the contract upgrades to Council's housing stock within the Capital Programme.

Project 3 – Vehicle Tracker System (Masternaut Traffic Management System)