

## **EAST AYRSHIRE COUNCIL**

### **GOVERNANCE AND SCRUTINY COMMITTEE - 23 NOVEMBER 2007**

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

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

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

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

#### **2. CORE BUSINESS**

- 2.1 Key business focusing on the undernoted areas:-

- The continual review and development of the Council's Local Code of Corporate Governance, ensuring that the Council's Code is consistent with the principles of and reflects the requirements of the CIPFA/SOLACE Framework for Corporate Governance in Local Government covering the broad themes of community focus; structures and processes; risk management and internal control; service delivery and standards of conduct;
- To keep under review the Council's approach to Public Performance reporting;
- To keep under review the Council's approach to and outcomes in relation to continuous improvement in the delivery of Council services;
- To review the adequacy of Audit and Risk Management Functions; and
- To co-ordinate and manage scrutiny processes on behalf of the Council.

#### **3. GOVERNANCE AND SCRUTINY WITHIN EAST AYRSHIRE**

- 3.1 It has been established that there are three key elements to the work of the Governance and Scrutiny Committee within East Ayrshire:-

- 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;
- 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; and

- Element 3 which will consist of the call-in process to provide for regular review of Cabinet decisions.

#### **4. CORE ELEMENTS**

**4.1** The content of the detailed business documents in respect of the foregoing elements is outlined below:-:

- Under Element 1 a detailed calendar of business reports will be maintained and updated on a regular basis - and this is detailed in Appendix I. This will involve regular scrutiny of:-
  - capital and revenue budget reports on a quarterly basis;
  - progress against actions identified within each of the 18 Best Value Service Units Action Plans over a three year period (programmed under Element 2);
  - internal and external audit reports;
- Under Element 2 a detailed work programme compiled under the recently approved Governance and Scrutiny Guidelines will be maintained and updated as detailed in Appendix II; and
- Under Element 3 details of all call-in business will be maintained for the information of the Committee as detailed in Appendix III.

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

#### **6. RECOMMENDATIONS**

**6.1** It is recommended that the Committee:-

- (i) note the quarterly update report of the Governance and Scrutiny Committee's work programme, as detailed in Appendix I to the report; and
- (ii) to agree the detailed work programme relative to the review of the Waste Recycling Policy/technical evaluation of the Kerbside Recycling Scheme, as set out in Appendix II to the report, subject to recognition that this may change in the light of operational requirements.

Elizabeth Morton  
Depute Chief Executive/Executive Director of Corporate Support

12 November 2007  
AMC/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: Anne Marie Carr, Senior Administrative Officer.**

## APPENDIX 1

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

<u>DATE</u>	<u>REPORT</u>	<u>PURPOSE OF REPORT</u>
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

<u>DATE</u>	<u>REPORT</u>	<u>PURPOSE OF REPORT</u>
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 will be 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>REPORT</u>	<u>PURPOSE OF REPORT</u>
21 December 2007 (cont)	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>
18 January 2008		
15 February 2008	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.
	Awarding of Contracts	Report by Depute Chief Executive/ Executive Director of Corporate Support providing details of tenders which have been accepted.
	Work Programme	Report by Depute Chief Executive/ Executive Director of Corporate Support on the quarterly update.
	Revenue Monitoring Report - Period 9	Report by Executive Head of Finance and Asset Management on projected financial position of Governance and Scrutiny Revenue budget.

<u>DATE</u>	<u>REPORT</u>	<u>PURPOSE OF REPORT</u>
	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.
14 March 2008		
4 April 2008	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.
2 May 2008	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

<b><u>DATE</u></b>	<b><u>REPORT</u></b>	<b><u>PURPOSE OF REPORT</u></b>
2 May 2008 (cont)	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	Awarding of Contracts	Report by Depute Chief Executive/ Executive Director of Corporate Support providing details of tenders which have been accepted.
	Work Programme	Report by Depute Chief Executive/ Executive Director of Corporate Support on the quarterly update.
27 June 2008	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
	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.

<u>DATE</u>	<u>REPORT</u>	<u>PURPOSE OF REPORT</u>
27 June 2008 (cont)	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
29 August 2008	Awarding of Contracts	Report by Depute Chief Executive/ Executive Director of Corporate Support providing details of tenders which have been accepted.
	Work Programme	Report by Depute Chief Executive/ Executive Director of Corporate Support on the quarterly update.
	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	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.
	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
24 October 2008	Awarding of Contracts	Report by Depute Chief Executive/ Executive Director of Corporate Support providing details of tenders which have been accepted.
21 November 2008	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.

<u>DATE</u>	<u>REPORT</u>	<u>PURPOSE OF REPORT</u>
21 November 2008 (cont)	SQA Exam Results 2008	Annual report by Executive Director of Educational and Social Services on overall East Ayrshire performance on 2008 diet examinations
	Work Programme	Report by Depute Chief Executive/ Executive Director of Corporate Support on the quarterly update.
	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	Awarding of Contracts	Report by Depute Chief Executive/ Executive Director of Corporate Support providing details of tenders which have been accepted.
	Mid Term Internal Audit Report	This report to provide a summary of the audits undertaken during the previous six months and their outcomes

Updated: 16 November 2007

JMcG/FM

**APPENDIX II**

**GOVERNANCE AND SCRUTINY COMMITTEE**

**WORK REVIEW PROGRAMME FOR TOPIC 3 - REVIEW OF WASTE RECYCLING POLICY/TECHNICAL EVALUATION OF THE KERBSIDE RECYCLING SCHEME**

	Week 1 W/C MON 19 NOVEMBER	Week 2 W/C MON 26 NOVEMBER	Week 3 W/C MON 3 DECEMBER	Week 4 W/C MON 10 DECEMBER	Week 5 W/C MON 17 DECEMBER	Week 6 W/C MON 24 DECEMBER	Week 7 W/C MON 31 DECEMBER 2007 - JANUARY 2008	Week 8 W/C MON 7 - JANUARY
MON	19	Issue Core Documents:-  • Audit Scotland Report - September 2007 - Sustainable Waste Management;	Site visits to Recycling Facilities:  • Kilmarnock • Garlaff	Begin consultation/research by contact, via Scrutiny Support Team with:-  • Ayrshire Chamber of Commerce; • Residents Panels; • Ayrshire Furniture Redistribution Scheme; • Other Ayrshire Authorities and Dumfries and Galloway Council; • CoSLA; and • Executive Head of Finance and Asset Management	17	24 OFFICES CLOSED	31 OFFICES CLOSED	Feedback to Committee Members on outcomes of research/consultation to date from Scrutiny Support Team
TUES	20	• Ayrshire, Dumfries and Galloway Area Waste Plan;		• Other Ayrshire Authorities and Dumfries and Galloway Council;	18	25 OFFICES CLOSED	1 OFFICES CLOSED	
WED	21	• Local Biodiversity Action Plan;  • East Ayrshire Council Community Plan - Improving the Environment Action Plan 2007/2008; and		• Executive Head of Finance and Asset Management	19	26 OFFICES CLOSED	2 OFFICES CLOSED	
THURS	22	• Information/key issues documents from relevant Service Departments as appropriate		Fact finding meetings to other appropriate Authorities	20	27 OFFICES CLOSED	3	
FRI	23 Governance & Scrutiny Committee - Presentation to Members of the Committee by the Executive Director of Neighbourhood Services on Topic 3  Report on Review of East Ayrshire Council's Community Grants Scheme	NB Further information will be issued as and when secured			21	28 OFFICES CLOSED	4	

	Week 9 W/C MON 14 JANUARY	Week 10 W/C MON 21 JANUARY	Week 11 W/C MON 28 JANUARY	Week 12 W/C MON 4 FEBRUARY	Week 13 W/C MON 11 FEBRUARY	Week 14 W/C MON 22 FEBRUARY	Week 15 W/C MON 25 FEBRUARY	Week 16 W/C MON 3 MARCH
MON	<p>Members meet with witnesses, subject to availability:</p> <ul style="list-style-type: none"> <li>Executive Director of Neighbourhood Services and appropriate staff;</li> <li>Professor Baird, Glasgow Caledonian University; and</li> <li>Any other witnesses subsequently identified by the Committee</li> </ul> <p>Members meet to formulate their findings</p>	Officers begin preparation of draft outcome report	28 Draft outcome report issued to Members of Governance and Scrutiny Committee for comment	4	11	18	25	3
TUES			29	5	12	19	26	4
WED			30	6 Governance & Scrutiny - Pre-Agenda	13	20	27	5 Outcome report to be considered by Cabinet
THURS			31	7	14	21 Lodgement of final outcome report to Cabinet as agreed by Governance and Scrutiny Committee	28	6
FRI			1 Lodgement of final outcome report to Governance and Scrutiny Committee	8 Issue Agenda	15 Governance & Scrutiny Committee - Submit Outcome Report for consideration	22	29	7

