

PERTH AND KINROSS COUNCIL

Scrutiny Committee – 19 September 2012

SCRUTINY COMMITTEE AND AUDIT SUB-COMMITTEE FORWARD PLANNER 2012/13

Report by the Depute Director (The Environment Service)

Abstract

This paper presents a forward planner for scrutiny at Perth and Kinross Council during 2012/13.

1 RECOMMENDATIONS

1.1 It is recommended that the Scrutiny Committee:

- i) agrees the Scrutiny Committee and Audit Sub-Committee Forward Planner attached at Appendix 1.

2 BACKGROUND

- 2.1 The Scrutiny Committee supports the Council and its standing committees in examining activities and performance across all service areas. The wide range of responsibilities of the Committee include reviewing the performance of Services and the Council, considering the effectiveness of Council policy and its implementation, conducting a programme of scrutiny reviews, reviewing the Council's arrangements for assessing and managing risk, overseeing the Council's complaints procedure and considering reports by the Scottish Public Services Ombudsman.
- 2.2 Since the Scrutiny Committee was established in 2007, work continues to develop further the role of the Committee. This includes ongoing training and guidance to elected members of the Scrutiny Committee to ensure clarity of their role and remit and to enable them to effectively examine policy setting and service performance.
- 2.3 A key development of the Scrutiny Committee has been the introduction of Scrutiny Reviews. To date the Committee has undertaken three scrutiny reviews: Implementation of grounds maintenance policy in 2009 (findings reported to the Scrutiny Committee on 16 September 2009); Integration of policy in respect of the More Choices, More Chances policy area in 2010 (findings reported to the Scrutiny Committee on 23 February 2011); and Learning from complaints and customer feedback in 2011 (findings reported to the Scrutiny Committee on 28 March 2012). The experience gained during the first review enabled the Scrutiny Committee to develop a Guide to Scrutiny at Perth and Kinross Council. The guide is a live document which will continue to be developed further to reflect the Committee's learning experiences.

- 2.4 The Scrutiny Committee continues to strengthen and improve its approach to the scrutiny of Council policy and performance. The Forward Planner 2012/13 at Appendix 1 aims to provide the Committee with clear information on the reports that it will receive to ensure Perth and Kinross Council maintains a strong governance role in respect of performance and resource management over the forthcoming year. It will also enable the Scrutiny Committee to recognise and acknowledge the successes of Council services noted in reports where no further scrutiny has been required.

3 SCRUTINY AND GOVERNANCE FORWARD PLANNER 2012/14

- 3.1 The Council and its Committees routinely consider a number of key scrutiny and governance reports. A review of the Committee agendas for meetings held since 2009 identified a range of reports that are considered by Committees either quarterly, 6-monthly or annually.
- 3.2 The scrutiny and governance reports proposed for consideration routinely by the Scrutiny Committee and Audit Sub-Committee are identified in the Forward Planner at Appendix 1.
- 3.3 The planner is arranged in date order and contains the title of the scrutiny or governance report, the lead Service responsible for the report, the frequency of the report being presented and the Committee(s) which will consider the report. ***The dates provided are accurate at this time but may be subject to change, i.e. a report may be presented at a later Committee.***

4 CONSULTATION

- 4.1 All Council services have contributed to this report through their representatives on the Performance, Planning and Risk Group. The Head of Legal Services, Head of Finance, Head of Democratic Services and the Executive Officer Team have also been consulted in the preparation of this report.

5 RESOURCE IMPLICATIONS

- 5.1 Resource inputs arising from this report have been allowed for within planned Service budgets.

6 COUNCIL CORPORATE PLAN OBJECTIVES 2009-2012

- 6.1 The Council's Corporate Plan 2009-2012 lays out five Objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. This report relates to delivery of all five objectives:
- (i) A Safe, Secure and Welcoming Environment
 - (ii) Healthy, Caring Communities
 - (iii) A Prosperous, Sustainable and Inclusive Economy
 - (iv) Educated, Responsible and Informed Citizens
 - (v) Confident, Active and Inclusive Communities

7 EQUALITIES ASSESSMENT

- 7.1 The Council's Corporate Equalities Assessment Framework requires an assessment of functions, policies, procedures or strategies in relation to race, gender and disability and other relevant equality categories. This supports the Council's legal requirement to comply with the duty to assess and consult on relevant new policies to ensure there is no adverse impact on any community group or employees.
- 7.2 The function, policy, procedure or strategy presented in this report was considered under the Corporate Equalities Assessment Framework and the determination was made that the items summarised in this report do not require further assessment as they do not have an impact on people's wellbeing.

8 STRATEGIC ENVIRONMENTAL ASSESSMENT

- 8.1 Strategic Environmental Assessment (SEA) is a legal requirement under the Environmental Assessment (Scotland) Act 2005 that applies to all qualifying plans, programmes and strategies, including policies (PPS).
- 8.2 However, no action is required as the Act does not apply to the matters presented in this report.

9 CONCLUSION

- 9.1 The Scrutiny Committee and Audit Sub-Committee Forward Planner 2012/13 will provide these Committees with a clear understanding of the key reports they will be required to consider over the forthcoming year.

**BARBARA RENTON
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Date of Report: 11 September 2012

PERTH AND KINROSS COUNCIL

Scrutiny and Audit Sub Committees Forward Planner April 2012 – March 2013

(Other Council Committees considering the reports in advance of the Scrutiny Committee or Audit Sub committee are identified in italics)

REPORT TITLE (<i>LEAD SERVICE</i>)	COMMITTEE	DATE
JUNE 2012		
BMIP and Annual Performance Reports (<i>All Services</i>)	Scrutiny	20 Jun 12
	<i>Housing & Health</i>	6 Jun 12
	<i>Lifelong Learning</i>	6 Jun 12
	<i>Community Safety</i>	13 June 12
	<i>Enterprise & Infrastructure</i>	13 Jun 12
	<i>Environment</i>	13 Jun 12
	<i>Strategic Policy & Resources</i>	20 Jun 12
Corporate Complaints Annual Report 2010/11 (<i>Chief Executive's Service</i>)	Scrutiny	20 Jun 12
Final Internal Audit Reports as issued at end of June 2012 (<i>Chief Executive's Service</i>)	Audit Sub	27 Jun 12
Internal Audit Follow-Up (<i>Chief Executive's Service</i>)	Audit Sub	27 Jun 12
Internal Audit Update (<i>Chief Executive's Service</i>)	Audit Sub	27 Jun 12
Internal Audit Year-End Report for 2011/12 (<i>Chief Executive's Service</i>)	Audit Sub	27 Jun 12
SEPTEMBER 2012		
Audit Progress Report 2011/12 (<i>External Audit</i>)	Audit Sub	12 Sep 12
Computer Services Review (<i>External Audit</i>)	Audit Sub	12 Sep 12
Corporate Risk Management Strategy 2012/13 & Annual Risk Report 2011/12	Scrutiny <i>Strategic Policy & Resources</i>	19 Sep 12 19 Sep 12
Perth and Kinross Annual Performance Report (<i>Chief Executive's Service</i>)	Scrutiny <i>Council</i>	19 Sep 12 27 Jun 12
Internal Audit Update (<i>Chief Executive's Service</i>)	Audit Sub	12 Sep 12
Internal Audit Follow Up (<i>Chief Executive's Service</i>)	Audit Sub	12 Sep 12
Final Internal Audit Reports as issued at end of August 2012 (<i>Chief Executive's Service</i>)	Audit Sub	12 Sep 12
Financial Statements Audit Plan for 2011/12 (<i>External Audit</i>)	Audit Sub	12 Sep 12
Internal Audit Terms of Reference (<i>Chief Executive's Service</i>)	Audit Sub	12 Sep 12
Housing & Community Care Complaints Report (<i>Housing & Community Care</i>)	Scrutiny	19 Sep 12
Maintaining Scotland's Roads Follow Up (<i>External Audit</i>)	Audit Sub	12 Sep 12
National Fraud Initiative 2010/11 and 2012/13 (<i>Chief Executive's Service</i>)	Audit Sub	12 Sep 12
Review of Internal Controls (<i>External Audit</i>)	Audit Sub	12 Sep 12
Scrutiny and Audit Sub-Committee Forward Planner 2012/13 (<i>The Environment Service</i>)	Scrutiny	19 Sep 12
NOVEMBER 2012		
Attainment in Perth and Kinross Schools (<i>Education & Children's Services</i>)	Scrutiny <i>Lifelong Learning</i>	21 Nov 12 31 Oct 12
Audit Progress Report (<i>External Audit</i>)	Audit Sub	14 Nov 12
BMIP Six Monthly Performance Reports (<i>All Services</i>)	Scrutiny	21 Nov 12
	<i>Community Safety</i>	7 Nov 12
	<i>Lifelong Learning</i>	31 Oct 12
	<i>Housing & Health</i>	31 Oct 12
	<i>Enterprise & Infrastructure</i>	7 Nov 12
	<i>Environment</i>	7 Nov 12
	<i>Strategic Policy & Resources</i>	21 Nov 12
Final Internal Audit Reports as issued at end of October 2012 (<i>Chief Executive's Service</i>)	Audit Sub	14 Nov 12
Internal Audit Follow Up (<i>Chief Executive's Service</i>)	Audit Sub	14 Nov 12

REPORT TITLE (LEAD SERVICE)	COMMITTEE	DATE
Internal Audit Update (<i>Chief Executive's Service</i>)	Audit Sub	14 Nov 12
Registration of Births Deaths and Marriages and Civil Partnerships - Inspection Reports by Registrar General for Scotland (<i>Chief Executive's Service</i>)	Scrutiny <i>Strategic Policy & Resources</i>	21 Nov 12 21 Nov 12
Re-Inspection of the Homeless Service by the Scottish Housing Regulator – Update on Improvement Plan (<i>Housing & Community Care</i>)	Scrutiny <i>Housing & Health</i>	21 Nov 12 31 Oct 12
Report On Care Commission Inspections (<i>Housing & Community Care</i>)	Scrutiny <i>Housing & Health</i>	21 Nov 12 31 Oct 12
Scottish Public Services Ombudsman Reports (<i>Chief Executive's Service</i>)	Scrutiny	21 Nov 12
Shared Procurement Service Annual Performance Report (<i>Housing & Community Care</i>)	Scrutiny	21 Nov 12
JANUARY 2013		
Audited Statement of Accounts (<i>Chief Executive's Service</i>)	Audit Sub <i>Council</i>	TBC 12 Dec 12
Communication of Audit Matters to those charged with Governance – ISA 260 Report (for information) (<i>External Audit</i>)	Audit Sub <i>Council</i>	TBC 12 Dec 12
Final Internal Audit Reports as issued at end of December 2012 (<i>Chief Executive's Service</i>)	Audit Sub	TBC
Internal Audit Follow Up (<i>Chief Executive's Service</i>)	Audit Sub	TBC
Internal Audit Update (<i>Chief Executive's Service</i>)	Audit Sub	TBC
Report to Members and the Controller of Audit – Annual Report (<i>External Audit</i>)	Audit Sub <i>Council</i>	TBC 12 Dec 12
FEBRUARY 2013		
Housing & Community Care Complaints Report (<i>Housing & Community Care</i>)	Scrutiny <i>Housing & Health</i>	TBC TBC
Perth And Kinross Child Protection Committee – Standards and Quality Report (<i>Education and Children's Services</i>)	Scrutiny <i>Council</i>	TBC TBC
Scottish Public Services Ombudsman Report (<i>Chief Executive's Service</i>)	Scrutiny	TBC
Scrutiny Committee Review 3 Findings (<i>Scrutiny Committee</i>)	Scrutiny	TBC
Standards and Quality Report (<i>Education & Children's Services</i>)	Scrutiny <i>Lifelong Learning</i>	TBC TBC
MARCH 2013		
Final Internal Audit Reports as issued at end of February 2013 (<i>Chief Executive's Service</i>)	Audit Sub	TBC
Internal Audit Follow Up (<i>Chief Executive's Service</i>)	Audit Sub	TBC
Internal Audit Update (<i>Chief Executive's Service</i>)	Audit Sub	TBC
Internal Audit Plan 2013/14 (<i>Chief Executive's Service</i>)	Audit Sub	TBC
Risk Assessment, Annual Audit Plan and Fee Proposal for 2012/13 (<i>External Audit Report</i>)	Audit Sub	TBC