

**PERTH AND KINROSS COUNCIL**  
**Roads Maintenance Partnership – Improvement Plan**  
**August 2015**

<b>Audit Scotland Improvement area</b>	<b>Perth and Kinross improvements already undertaken</b>	<b>What are we doing to improve further?</b>	<b>Timescale</b>
Perth and Kinross Council should:			
Enhance its file documentation to provide a clear audit trail to support decisions taken by the RMP and ensure that appropriate processes are being followed.	<ul style="list-style-type: none"> <li>• Amended checklist introduced for all files</li> <li>• Staff training on system undertaken</li> <li>• Agreed a programme of ad hoc checks by independent officer on improvements</li> </ul>	<ul style="list-style-type: none"> <li>• Continued monitoring internally</li> <li>• On-going independent monitoring from outwith the Service</li> <li>• Introduction of a quality monitoring process such as BSI.</li> </ul>	<p>April 2015 – ongoing</p> <p>October 2015</p>
1. All files should follow the same uniformity and consistency of documentation	This is covered by introduction of checklist	<ul style="list-style-type: none"> <li>• Continued monitoring internally</li> <li>• On-going independent monitoring from outwith the Service</li> <li>• Introduction of a quality monitoring process such as BSI.</li> </ul>	<p>April 2015 – ongoing</p> <p>October 2015</p>
2. All deviations from the original estimates and measurement should have a detailed explanation and any remeasurements should be signed and dated by both a Council supervisor and the contractor	The checklist covers this through detail about schemes where cost differ +/-10% or by £500 (whichever is less). This requires an explanation from the supervisor and verification by the superintendent.	<ul style="list-style-type: none"> <li>• Build on checklist process with Depute Roads Maintenance Partnership Manager undertaking random sampling</li> <li>• On-going independent monitoring from outwith the Service</li> <li>• Benchmark with other local authorities regarding their approach to variances</li> </ul>	<p>April 2015 – ongoing</p>

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3. There should be a checklist at the front of the file with details all documentation expected to be in the file along with boxes for the superintendent to sign as complete and a note box for any additional comments	This action is complete as outlined above	Ongoing monitoring of checklist process	April 2015 - ongoing
4. Files should mirror any electronic files kept	Links to action point 7 below	One system of filing to be agreed following visit to other local authorities and approval by RMP Board	18 September 2015
5. Procedures for claiming back over payments from contractors to be made clearer	Links to action point 6 below as no over payments should be made		
6. Procedure for end of year payments when no final measure yet done to be introduced	No payment is made until final measure is agreed	Continued monitoring of work at year end and at final account stage	April 2015 – ongoing

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7. RMP management to visit councils to look at their electronic files, processes and procedures with a view to moving away from paper files	Visits planned for East Ayrshire and South Lanarkshire to examine their processes.  Links to action point 5 above.	One system for either paper or electronic to be approved by RMP Board	October 2015
8. Suggest measurement training be introduced, given variations in approaches	Process for measurement and principles for undertaking these reiterated with all supervisors at meetings in April and August 2015	Consistent measurement approach to be implemented by all supervisors  Random sample to be undertaken by Depute Roads Maintenance Manager	September 2015  October 2015 - ongoing
9. Letters to be issued where contractors have refused work when selected from annual tender process	This process is current procedure, and forms part of the revised checklist	This will be enforced for all contracts awarded. On-going monitoring of files as above.	April 2015 – ongoing
Clearly document changes relating to Tayside Contracts work programme during the year and the rationale for these decisions	RMP Management meet monthly to review programme of work	Any changes to planned award recorded at each meeting and formally approved by Management Team and reported to RMP Board	May 2015 - ongoing

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Clearly document the amounts recycled and record actions taken to confirm the values to ensure it complies with SEPA recycling requirements for dumping of road plainings at quarries	Performance Indicator exists to record recycling quantities  2015/16 annual tender process places requirement on all contractors to supply this information prior to final payment  Information recorded on files	Continued monitoring of contractor returns	April 2015
Formally document the threshold in place to restrict the competitive element of all works, under a certain threshold, going out to competition.	Information confirming the practice issued to all staff in relation to the threshold of works.  Best Value Review of Roads Maintenance Partnership is underway which will look at options for service delivery	Implementation of Committee decision regarding outcome of Best Value Review.	January 2015