

Ongoing Actions from Scrutiny Committee

Between Review Dates: 01/01/08 And 31/12/08

Service with Overall Responsibility: Chief Executive's Services

Subject

SID: 1945

INTERIM MANAGEMENT REPORT
FROM EXTERNAL AUDIT

Source Date:

22/11/2007

Review Date:

31/01/2008

Requested by

Councillor

Councillor Name:

Recommendation

The Scrutiny Committee needs a clear understanding of the financial arrangements with external bodies.

Action required

A report is to be brought to a future Scrutiny Committee on the funding of external bodies.

Progress

Following consideration of 'Following the Public Pound' by the December Council, this list will be progressed by Finance over the next few months. Report back to Scrutiny after the next summer recess. (11/12/07)

Member of Staff with overall responsibility:

Dave Jones

To be actioned by:

Jeni Graham

Service:

Corporate Development Services

Source Date:

22/11/2007

Review Date:

31/01/2008

Requested by

Councillor

Councillor Name:

As recommendation.

In future, more detailed information on the high risk items should be noted on the management response section of the Action Plan.

Member of Staff with overall responsibility:

Dave Jones

To be actioned by:

Jeni Graham

Service:

Corporate Development Services

Source Date:

22/11/2007

Review Date:

31/03/2008

Requested by

Councillor

Councillor Name:

Organise visit on completion. Still on going as at 11.2.08

The Committee asked that all Members are given the opportunity to visit Menstrie House on completion of the refurbishment programme.

Member of Staff with overall responsibility:

Dave Jones

To be actioned by:

Deirdre Cilliers

Service:

Services to People

THIS PAPER RELATES
TO ITEM
2
ON THE AGENDA

Ongoing Actions from Scrutiny Committee

Between Review Dates: 01/01/08 And 31/12/08

Source Date: SID: 1951
 22/11/2007
Review Date:
 31/05/2008
Requested by Councillor
Councillor Name:

The Committee agreed to note the report and that an updated action plan is to come to the Scrutiny Committee in June 2008.

Bring updated action plan to Scrutiny Committee in June 2008.

Member of Staff with overall responsibility:
 Dave Jones
To be actioned by:
 Jim Goodall
Service:
 Services to People

Service with Overall Responsibility: Corporate Development Services

Subject
SID: 1929
 INTERNAL AUDIT UPDATE
Source Date:
 11/10/2007
Review Date:
 31/05/2008
Requested by Councillor
Councillor Name:

Recommendation
 Convener to prepare paper for the Scrutiny Committee of 22/11/07 on priority areas to guide Internal audit within the framework of the existing plan; to support internal audit remit, to prioritise and focus on risks to the Council beyond finance but service delivery and reputational/customer perceptions.

Action required
 Convener to provide report for the Scrutiny Committee of 22/11/07

Member of Staff with overall responsibility:
 Jeni Graham
To be actioned by:
 Councillor Balsillie
Service:
 Elected Member

Source Date: SID: 1948
 22/11/2007
Review Date:
 31/01/2008
Requested by Councillor
Councillor Name:

Education Service to consider whether it will be advantageous to submit their progress report to fit with the academic year.

Member of Staff with overall responsibility:
 Jeni Graham
To be actioned by:
 Jim Goodall
Service:
 Services to People

Ongoing Actions from Scrutiny Committee

Between Review Dates: 01/01/08 And 31/12/08

Source Date: 22/11/2007 **SID:** 1949 **As recommendation**
Review Date: 31/01/2008 **COUNCIL PERFORMANCE Q2 2007/08**
 Appendix 1, Page 76, Percentage of Empty Houses that were re-let within 4 weeks - Councillor Holden will contact Housing to raise the issue of the volume of repairs that are carried out after the properties have been let and will provide a copy of the response to all Members

Requested by Councillor

Councillor Name: Elected Member
 Member of Staff with overall responsibility: Jeni Graham
 To be actioned by: Councillor Holden
 Service: Elected Member

Source Date: 17/01/2008 **SID:** 1987 **Issue for the Scrutiny Committee Task Group**
Review Date: 28/02/2008 **SERVICE PLAN PROGRESS REPORTS: FIRST SIX MONTHS 2007-08**
 The Scrutiny Committee Task Group to look at prioritising a programme by service in terms of service plans being presented to committee.

Requested by Councillor

Councillor Name: Elected Member
 Member of Staff with overall responsibility: Jeni Graham
 To be actioned by: Councillor Balsillie
 Service: Elected Member

Source Date: 14/02/2008 **SID:** 2004 **Percentage of Staff Absence (Teachers) - Head of Schools to liaise with Business Improvement to re-assess the inclusion of July absence figures in the graph.**
Review Date: 30/04/2008 **COUNCIL PERFORMANCE Q3 2007/08**
 These figures are unavailable due to staff not being available during the period in which schools are all closed. In addition any data reported would not comply with Audit Scotland which require every Council in Scotland to collate sickness data. (28/04/08)

Requested by Councillor

Councillor Name: Corporate Development Services
 Member of Staff with overall responsibility: Jeni Graham
 To be actioned by: Peter Burns
 Service: Corporate Development Services

Source Date: 14/02/2008 **SID:** 2004 **As recommendation**
Review Date: 30/04/2008 **COUNCIL PERFORMANCE Q3 2007/08**
 Consider the suggestion that if it is a red arrow on the graph and the indicator is now heading towards improvement, the tip of the arrow should be green. Conversely, if the arrow is green, but the indicator is becoming unfavourable, the tip of the arrow should be red.

Requested by Councillor

Councillor Name: Corporate Development Services
 Member of Staff with overall responsibility: Jeni Graham
 To be actioned by: Peter Burns
 Service: Corporate Development Services

Ongoing Actions from Scrutiny Committee

Between Review Dates: 01/10/08 And 31/12/08

Source Date: SID: 2004
14/02/2008 COUNCIL PERFORMANCE Q3 2007/08
Review Date:
30/04/2008
Requested by
Councillor
Councillor Name:

If it is a Statutory Performance Indicator - the average Scottish Performance is to be added as an additional line on the graph.

As recommendation

Will be taken into account for Quarter 4 report which will be submitted to the Scrutiny Committee in June 2008. (10/03/08)

Member of Staff with overall responsibility:
Jeni Graham
To be actioned by:
Peter Burns
Service:
Corporate Development Services

Source Date: SID: 2004
14/02/2008 COUNCIL PERFORMANCE Q3 2007/08
Review Date:
30/04/2008
Requested by
Councillor
Councillor Name:

The current year on the graphs is to be red in colour

As recommendation

Will be taken into account for Quarter 4 report which will be submitted to the Scrutiny Committee in June 2008. (10/03/08)

Member of Staff with overall responsibility:
Jeni Graham
To be actioned by:
Peter Burns
Service:
Corporate Development Services

Source Date: SID: 2004
14/02/2008 COUNCIL PERFORMANCE Q3 2007/08
Review Date:
30/04/2008
Requested by
Councillor
Councillor Name:

The year is to be annotated to the lines on the graphs.

As recommendation

Will be taken into account for Quarter 4 report which will be submitted to the Scrutiny Committee in June 2008. (10/03/08)

Member of Staff with overall responsibility:
Jeni Graham
To be actioned by:
Peter Burns
Service:
Corporate Development Services

Ongoing Actions from Scrutiny Committee

Between Review Dates of 01/01/08 and 31/03/08

<p>Source Date: 14/02/2008 Review Date: 30/04/2008 Requested by Councillor <input type="checkbox"/> Councillor Name:</p>	<p>SID: 2004 COUNCIL PERFORMANCE Q3 2007/08</p>	<p>The next round of quarterly performance reports is to expand on the following key areas taken from the individual balanced scorecards which were placed in the Member's Rooms on 5th February 2008:</p> <ul style="list-style-type: none"> C3 - Number of persistent young offenders C5 - Proportion of children seen by a supervising officer within 15 days of a supervision requirement being made I3 - Proportion of requests for initial health assessments made within 10 days of the child being accommodated. 	<p>As recommendation</p>	<p>Will be taken into account for Quarter 4 report which will be submitted to the Scrutiny Committee in June 2008. (10/03/08)</p>	<p>Member of Staff with overall responsibility: Jeni Graham To be actioned by: Peter Burnis Service: Corporate Development Services</p>
<p>Source Date: 14/02/2008 Review Date: 31/08/2008 Requested by Councillor <input type="checkbox"/> Councillor Name:</p>	<p>SID: 2004 COUNCIL PERFORMANCE Q3 2007/08</p>	<p>Revenue Services Manager is to bring forward a report to the Scrutiny Committee on providing incentives to Council Tax payers to increase the rate of Council Tax collection.</p>	<p>As recommendation</p>	<p>Report is to be submitted to the Scrutiny Committee meeting in May 2008. (13/03/08) Report will be submitted to June meeting. (28/04/08)</p>	<p>Member of Staff with overall responsibility: Jeni Graham To be actioned by: Brian Jeffrey Service: Corporate Development Services</p>
<p>Source Date: 27/03/2008 Review Date: 30/05/2008 Requested by Councillor <input type="checkbox"/> Councillor Name:</p>	<p>SID: 2031 GENERAL FUND REVENUE BUDGET MONITORING 2007/08</p>	<p>Each Scrutiny Committee meeting to be updated on the financial position on budget spend for residential schools/child care sector either verbally or in writing and submit paper on the latest year end position to the next meeting</p>	<p>Update each Committee on financial position on budget spend for residential schools/child care sector either verbally or in writing and submit paper on the latest year end position to the next meeting</p>	<p>Report will be submitted to Scrutiny Committee meeting in May 2008. (28/04/08)</p>	<p>Member of Staff with overall responsibility: Jeni Graham To be actioned by: Jeni Graham/Dave Jones Service: Corporate Development Services</p>

Ongoing Actions from Scrutiny Committee

Between Review Dates: 10/10/08 And: 31/12/08

Source Date: SID: 2031
 27/03/2008 GENERAL FUND REVENUE BUDGET MONITORING 2007/08
Review Date:
 31/05/2008
Requested by
Councillor
Councillor Name:

Provost Stewart and Councillor Balsillie to prepare a motion to full council seeking other local authority support in lobbying CoSLA to look at funding for residential schools/secure placements

Provost Stewart and Councillor Balsillie to prepare a motion to Council

Member of Staff with overall responsibility:
 Jeni Graham
To be actioned by:
 Provost Stewart/Councillor Balsillie
Service:
 Chief Executive's Services

Source Date: SID: 2032
 27/03/2008 ZERO BASED BUDGETING
Review Date:
 31/07/2008
Requested by
Councillor
Councillor Name:

To await outcome of the final draft of the Single Outcome Agreement which will be submitted to Council by the end of June 2008

Await outcome of the final draft of the Single Outcome Agreement.

Member of Staff with overall responsibility:
 Jeni Graham
To be actioned by:
 Jeni Graham
Service:
 Corporate Development Services

Source Date: SID: 2034
 27/03/2008 INTERNAL AUDIT PLAN 2008/09
Review Date:
 30/09/2008
Requested by
Councillor
Councillor Name:

Regular updates to Committee to include performance information as outlined in paragraph 3.1 of report to committee.

Include performance information (as para 3.1) in regular updates to the Scrutiny Committee and report any significant changes to the plan to committee.

Updates against the plan will be given later in the year. (28/04/08)

Member of Staff with overall responsibility:
 Jeni Graham
To be actioned by:
 Paul Kelly
Service:
 Corporate Development Services

Ongoing Actions from Scrutiny Committee

Between Review Dates: 01/01/05 - 31/12/08

Service with Overall Responsibility: Development and Environmental Services

Subject

SID: 2033

ROADS AND TRANSPORTATION
STAFF RESOURCES

Source Date:
27/03/2008

Review Date:
30/09/2008

Requested by
Councillor

Councillor Name:

Recommendation

To investigate possibility of design contract apprenticeships within Roads and Transportation.
To consider appropriateness of introducing supplements for certain staff groups within the context of the overall local authority.
HR to provide information to Committee on percentage levels of staff complement falling below establishment levels.

Action required

Investigate possibilities of apprenticeships/supplements and report back to Committee. Head of HR to report back to committee of 19/06/08 on how best reports on percentage staff complements can be achieved.

Progress

Member of Staff with overall responsibility:
Garry Dallas
To be actioned by:
Brian Hutchison
Service:
Corporate Development Services

Service with Overall Responsibility: Services to People

Subject

SID: 1925

HOUSING REVENUE ACCOUNT
2007/08 BUDGET MONITORING

Source Date:
11/10/2007

Review Date:
30/01/2008

Requested by
Councillor

Councillor Name:

Recommendation

That Housing staff levels and use of agency staff is added to possible future areas for investigation/report to the Scrutiny Committee and to seek quarterly statements to the Scrutiny Committee on agency staff within the Housing Service.

Action required

Add Housing staff levels and use of agency staff to possible future areas for investigation/report to Committee and provide quarterly statements to the Scrutiny Committee on agency staff within the Housing Service

Progress

Member of Staff with overall responsibility:
Dave Jones
To be actioned by:
John Gillespie
Service:
Services to People

Underway - information has been collated.

Subject

SID: 1990

STANDARDS AND QUALITY REPORT
2006/07

Source Date:
17/01/2008

Review Date:
28/02/2008

Requested by
Councillor

Councillor Name:
Donald Balsillie

Head of Education to submit draft proposals on presentation of local statistics

Head of Education to submit draft proposals to committee.

Proposals are in preparation and will be submitted to Scrutiny Committee in May 2008. (25/03/08)

Member of Staff with overall responsibility:
Dave Jones
To be actioned by:
Jim Goodall
Service:
Services to People