

Ongoing Actions from Scrutiny Committee

Best/Best Review Dates: 01/01/2008 And: 31/12/2008

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. (1/12/07) Report has been rescheduled and will now be presented to Scrutiny Committee on 9 October

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:

Action required

As recommendation.

External Audit Report in May covered Audit Plan and there was no management response required on this report. Will be actioned on next External Audit Report for Scrutiny Committee. (10/06/08)

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:

31/05/2008

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.

Report has been rescheduled and will now be presented to Scrutiny Committee on 9 October 2008. (06/06/08)

Member of Staff with overall responsibility:

Dave Jones

To be actioned by:

Jim Goodall

Service:

Services to People

THIS PAPER RELATES TO ITEM 4 ON THE AGENDA

Ongoing Actions from Scrutiny Committee

Between Review Dates: 01/01/2008 And: 31/12/2008

Service with Overall Responsibility: Corporate Development Services

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

Progress

Ongoing.

Subject

SID: 1929
INTERNAL AUDIT UPDATE

Member of Staff with overall responsibility:
Jeni Graham

Source Date:
11/10/2007

Review Date:
31/05/2008

Requested by
Councillor

To be actioned by:
Councillor Balsillie

Service:
Elected Member

Councillor Name:

SID: 1948

SERVICE PLAN PROGRESS
REPORTS

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

As recommendation

Member of Staff with overall responsibility:
Jeni Graham

Source Date:
22/11/2007

Review Date:
31/01/2008

Requested by
Councillor

To be actioned by:
Jim Goodall

Service:
Services to People

Councillor Name:

SID: 1949

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

As recommendation

Member of Staff with overall responsibility:
Jeni Graham

Source Date:
22/11/2007

Review Date:
31/01/2008

Requested by
Councillor

To be actioned by:
Councillor Holden

Service:
Elected Member

Councillor Name:

Ongoing Actions from Scrutiny Committee

Between Review Dates: 01/01/2008 And 31/12/2008

<p>Source Date: 17/01/2008</p> <p>Review Date: 28/02/2008</p> <p>Requested by Councillor <input type="checkbox"/></p> <p>Councillor Name:</p>	<p>SID: 1987</p> <p>SERVICE PLAN PROGRESS REPORTS: FIRST SIX MONTHS 2007-08</p>	<p>The Scrutiny Committee Task Group to look at prioritising a programme by service in terms of service plans being presented to committee.</p>	<p>Issue for the Scrutiny Committee Task Group</p>	<p>Member of Staff with overall responsibility: Jeni Graham</p> <p>To be actioned by: Councillor Balsillie</p> <p>Service: Elected Member</p>
<p>Source Date: 14/02/2008</p> <p>Review Date: 31/08/2008</p> <p>Requested by Councillor <input type="checkbox"/></p> <p>Councillor Name:</p>	<p>SID: 2004</p> <p>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>Member of Staff with overall responsibility: Jeni Graham</p> <p>To be actioned by: Brian Jeffrey</p> <p>Service: Corporate Development Services</p>
<p>Source Date: 27/03/2008</p> <p>Review Date: 31/05/2008</p> <p>Requested by Councillor <input type="checkbox"/></p> <p>Councillor Name:</p>	<p>SID: 2031</p> <p>GENERAL FUND REVENUE BUDGET MONITORING 2007/08</p>	<p>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</p>	<p>Provost Stewart and Councillor Balsillie to prepare a motion to Council</p>	<p>Member of Staff with overall responsibility: Jeni Graham</p> <p>To be actioned by: Provost Stewart/Councillor Balsillie</p> <p>Service: Chief Executive's Services</p>
<p>Source Date: 27/03/2008</p> <p>Review Date: 31/07/2008</p> <p>Requested by Councillor <input type="checkbox"/></p> <p>Councillor Name:</p>	<p>SID: 2032</p> <p>ZERO BASED BUDGETTING</p>	<p>To await outcome of the final draft of the Single Outcome Agreement which will be submitted to Council by the end of June 2008</p>	<p>Await outcome of the final draft of the Single Outcome Agreement. Looking at whole area of Corporate Plan, Business Plans and link to three year budget. (19/06/08)</p>	<p>Member of Staff with overall responsibility: Jeni Graham</p> <p>To be actioned by: Muir Wilson</p> <p>Service: Corporate Development Services</p>

Ongoing Actions from Scrutiny Committee

Between Review Dates: 10/10/2008 Add 31/12/2008

Source Date: 27/03/2008 Review Date: 30/09/2008 Requested by Councillor <input type="checkbox"/> Councillor Name:	SID: 2034 INTERNAL AUDIT PLAN 2008/09 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/Susan MacKay Service: Corporate Development Services
Source Date: 19/06/2008 Review Date: 30/09/2008 Requested by Councillor <input type="checkbox"/> Councillor Name:	SID: 2062 HRA 2007/08 Report on BV Review of Housing Repairs to come forward to committee of 28 August 2008.	Submit report to committee of 28 August 2008.		Member of Staff with overall responsibility: Jeni Graham To be actioned by: John Gillepsie Service: Services to People
Source Date: 19/06/2008 Review Date: 31/10/2008 Requested by Councillor <input type="checkbox"/> Councillor Name:	SID: 2061 CSBP Committee agreed that a report on finances in relation to CSBP be provided to a future meeting.	Submit report to future Scrutiny Committee Meeting.		Member of Staff with overall responsibility: Jeni Graham To be actioned by: Muir Wilson Service: Corporate Development Services
Source Date: 19/06/2008 Review Date: 31/10/2008 Requested by Councillor <input type="checkbox"/> Councillor Name:	SID: 2063 INTERNAL AUDIT UPDATE - JUNE 2008 To support a proposal from Councillor Bailie that future internal audit review reports be made available/circulated to Scrutiny Committee members.	Make future internal audit review reports available to Scrutiny Committee members.		Member of Staff with overall responsibility: Jeni Graham To be actioned by: Susan MacKay Service: Corporate Development Services

Ongoing Actions from Scrutiny Committee

BETWEEN REVIEW DATES 01/01/2008 And 31/12/2008

Source Date: 19/06/2008
Review Date: 31/12/2008
 Requested by Councillor
Councillor Name:

To agree management actions set out in Appendix A of the report.

Implement management actions as set out in Appendix A of the report.

SID: 2064

END OF YEAR COUNCIL PERFORMANCE 2007/08

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

Service with Overall Responsibility: Development and Environmental Services

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 apprentices 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
 Possible options for modern apprenticeships identified with Training Unit and Clackworks to be followed through. Potential for developing career grade within the service to be examined - examples exist elsewhere in D & E. Issue not concluded. Considering quarterly report on vacancy levels by service, with RAG

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

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
 Underway - information has been collated. Quarterly statement now included in HRA Revenue report.

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

Ongoing Actions from Scrutiny Committee

Between Review Dates: 01/01/2008 - 31/03/2008 Amd.

Source Date: 17/01/2008

Review Date: 28/02/2008

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

Requested by Councillor

Proposals have been prepared. How next to disperse these will be discussed with the Director (CD) and the Chair (SC).

To be actioned by:
Jim Goodall
Service:
Services to People

Councillor Name:

Donald Balsillie