

# Ongoing Actions from Scrutiny Committee

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

## Service with Overall Responsibility: Chief Executive's Services

### Recommendation

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

### Action required

As recommendation.

### Progress

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)  
Report being submitted to Scrutiny Committee in January 2009. (05/11/08)

**Member of Staff with overall responsibility:**  
Dave Jones

**To be actioned by:**  
Jeni Graham

**Service:**  
Corporate Development 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:**

**Member of Staff with overall responsibility:**

Dave Jones

**To be actioned by:**  
Jim Goodall

**Service:**  
Services to People

Bring updated action plan to Scrutiny Committee in June 2008.

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

SID: 1951

HMIE REPORT AND ACTION PLAN  
FOR LORNSHILL ACADEMY

**Source Date:**

22/11/2007

**Review Date:**

31/05/2008

**Requested by**  
Councillor ☐

**Councillor Name:**

Report has been rescheduled and will now be presented to Scrutiny Committee on 9 October 2008. (06/06/08)  
Report has been rescheduled and will now be presented to Scrutiny Committee on 20 November 2008. (23/09/08)

**Member of Staff with overall responsibility:**

Dave Jones

**To be actioned by:**  
Jim Goodall

**Service:**  
Services to People

Report to Committee of 09/10/08

Noted at Scrutiny Committee of 28 August that a report would be submitted to the Scrutiny Committee of 9 October 2008.

SID: 1951

HMIE REPORT AND ACTION PLAN  
FOR LORNSHILL ACADEMY

**Source Date:**

22/11/2007

**Review Date:**

30/10/2008

**Requested by**  
Councillor ☐

**Councillor Name:**

Report has been rescheduled and will now be submitted to Scrutiny Committee on 20 November 2008. (23/09/08)

THIS PAPER RELATES  
TO ITEM  
4  
ON THE AGENDA

# Ongoing Actions from Scrutiny Committee

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

## 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

Convenor 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

Convenor to provide report for the Scrutiny Committee of 22/11/07

### Progress

Ongoing.

**Member of Staff with overall responsibility:**  
 Jeni Graham

**To be actioned by:**  
 Councillor Balsillie

**Service:**  
 Elected Member

**Source Date:**  
 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.

### As recommendation

Progress reports should be submitted  
 October/November - this fits with the availability of major data sets for Education and Community Services.  
 (05/11/08)

**Member of Staff with overall responsibility:**  
 Jeni Graham

**To be actioned by:**  
 Jim Goodall

**Service:**  
 Services to People

**Source Date:**  
 22/11/2007

**Review Date:**  
 31/01/2008

**Requested by** ☐  
 Councillor

**Councillor Name:**

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

**To be actioned by:**  
 Councillor Holden

**Service:**  
 Elected Member

# Ongoing Actions from Scrutiny Committee

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

**Source Date:** 17/01/2008 **SID:** 1987  
**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.

**Issue for the Scrutiny Committee Task Group**

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

☐ Requested by Councillor

**Councillor Name:**

**Source Date:** 27/03/2008 **SID:** 2032  
**Review Date:** 31/07/2008 **ZERO BASED BUDGETING**  
 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.**  
 Looking at whole area of Corporate Plan, Business Plans and link to three year budget. (19/06/08)

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

☐ Requested by Councillor

**Councillor Name:**

**Source Date:** 27/03/2008 **SID:** 2034  
**Review Date:** 30/09/2008 **INTERNAL AUDIT PLAN 2008/09**  
 Regular updates to Committee to include performance information as outlined in paragraph 3.1 of report to committee.

**Updates against the plan will be given later in the year. (28/04/08)**  
**Information will be included in the report being submitted to November Scrutiny Committee meeting. (30/09/08)**  
**Report has been rescheduled and will now be submitted to Scrutiny Committee on 15 January**

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

☐ Requested by Councillor

**Councillor Name:**

**Source Date:** 19/06/2008 **SID:** 2061  
**Review Date:** 31/10/2008 **CSBP**  
 Committee agreed that a report on finances in relation to CSBP be provided to a future meeting.

**To be submitted to Scrutiny Committee meeting on 20 November 2008. (23/09/08)**  
**Report has been rescheduled and will now be submitted to Scrutiny Committee on 15 January 2009. (04/11/08)**

**Member of Staff with overall responsibility:**  
 Jeni Graham  
**To be actioned by:**  
 Garry Dallas/Muir Wilson  
**Service:**  
 Corporate Development Services

☐ Requested by Councillor

**Councillor Name:**

# Ongoing Actions from Scrutiny Committee

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

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| <b>Source Date:</b><br>19/06/2008<br><br><b>Review Date:</b><br>31/12/2008<br><br><b>Requested by</b><br>Councillor <input type="checkbox"/><br><br><b>Councillor Name:</b> | <b>SID:</b> 2064<br><b>END OF YEAR COUNCIL PERFORMANCE 2007/08</b>        | <p>To agree management actions set out in Appendix A of the report.</p>                                                                                                                                                                                                                                                                      | <p>Implement management actions as set out in Appendix A of the report.</p>                                     | <p>Service Improvement are reviewing on an ongoing basis to ensure actions are being implemented.<br/>(05/11/08)</p> | <p><b>Member of Staff with overall responsibility:</b><br/>Jeni Graham</p> <p><b>To be actioned by:</b><br/>Jeni Graham</p> <p><b>Service:</b><br/>Corporate Development Services</p>          |
| <b>Source Date:</b><br>28/08/2008<br><br><b>Review Date:</b><br>31/10/2008<br><br><b>Requested by</b><br>Councillor <input type="checkbox"/><br><br><b>Councillor Name:</b> | <b>SID:</b> 2087<br><b>STATUTORY PERFORMANCE INDICATORS 2007/08</b>       | <p>That the current Annual Report for Trading Standards be circulated to Scrutiny Committee members for information only.</p>                                                                                                                                                                                                                | <p>Circulate the current Annual Report for Trading Standards to Scrutiny Committee members for information.</p> |                                                                                                                      | <p><b>Member of Staff with overall responsibility:</b><br/>Jeni Graham</p> <p><b>To be actioned by:</b><br/>Garry Dallas</p> <p><b>Service:</b><br/>Development and Environmental Services</p> |
| <b>Source Date:</b><br>09/10/2008<br><br><b>Review Date:</b><br>30/11/2008<br><br><b>Requested by</b><br>Councillor <input type="checkbox"/><br><br><b>Councillor Name:</b> | <b>SID:</b> 2105<br><b>GENERAL FUND REVENUE BUDGET MONITORING 2008/09</b> | <p>That the business plan related to the Equestrian Centre is provided to the Scrutiny Committee</p>                                                                                                                                                                                                                                         | <p>Provide business plan</p>                                                                                    |                                                                                                                      | <p><b>Member of Staff with overall responsibility:</b><br/>Jeni Graham</p> <p><b>To be actioned by:</b><br/>Jeni Graham</p> <p><b>Service:</b><br/>Corporate Development Services</p>          |
| <b>Source Date:</b><br>09/10/2008<br><br><b>Review Date:</b><br>30/11/2008<br><br><b>Requested by</b><br>Councillor <input type="checkbox"/><br><br><b>Councillor Name:</b> | <b>SID:</b> 2105<br><b>GENERAL FUND REVENUE BUDGET MONITORING 2008/09</b> | <p>That a special meeting of the Scrutiny Committee is convened to consider the serious financial position of the Council and that Portfolio Holders of the respective Services are called to provide detailed explanations and detailed solutions they propose to undertake to bring this Council to a satisfactory financial position.</p> | <p>Special Meeting of the Scrutiny Committee is to be convened.</p>                                             |                                                                                                                      | <p><b>Member of Staff with overall responsibility:</b><br/>Jeni Graham</p> <p><b>To be actioned by:</b><br/>Jeni Graham</p> <p><b>Service:</b><br/>Corporate Development Services</p>          |

# Ongoing Actions from Scrutiny Committee

Between Review Dates: 01/10/08 And 30/12/08

## Service with Overall Responsibility: Development and Environmental Services

### Subject

Source Date: SID: 2033

27/03/2008 ROADS AND TRANSPORTATION  
STAFF RESOURCES

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 19/08/08 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:  
Gary Dallas

To be actioned by:  
Brian Hutchison

Service:  
Corporate Development Services

Source Date: SID: 2107

09/10/2008 PLANNING ENFORCEMENT  
STRATEGY - ANNUAL  
PERFORMANCE REPORT FOR 2007-  
2008

Requested by ☐ Councillor

Councillor Name:

The Committee unanimously agreed to note the report and remitted the report to the Regulatory Committee for further consideration on the reporting mechanisms and the reporting schedule of the Planning Enforcement Strategy Annual Performance Report.

To remit the report to the Regulatory Committee for further consideration on the reporting mechanisms and the reporting schedule of the Planning Enforcement Strategy Annual Performance Report.

Being submitted to Regulatory Committee on 13 November 2008. (04/11/08)

Member of Staff with overall responsibility:  
Gary Dallas

To be actioned by:  
Stephen Bell

Service:  
Development and Environmental Services

## Service with Overall Responsibility: Services to People

### Subject

Source Date: SID: 1990

17/01/2008 STANDARDS AND QUALITY REPORT  
2006/07

Review Date: 28/02/2008

Requested by ☒ Councillor

Councillor Name:  
Donald Balsillie

### Recommendation

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

### Action required

Head of Education to submit draft proposals to committee.

### Progress

Proposals are in preparation and will be submitted to Scrutiny Committee in May 2008. (25/03/08)  
Proposals have been prepared. How next to disperse these will be discussed with the Director (CD) and the Chair (SC).  
Report to be submitted to Scrutiny Committee meeting on 20 November 2008.

Member of Staff with overall responsibility:  
Dave Jones

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

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| <b>Source Date:</b><br>28/08/2008<br><br><b>Review Date:</b><br>30/11/2008<br><br><b>Requested by</b><br>Councillor <input type="checkbox"/><br><br><b>Councillor Name:</b> | <b>SID:</b> 2089<br>HOUSING SERVICES INSPECTION<br>IMPROVEMENT PLAN<br><br><p>Head of Housing to consider the Lothian rental model and to investigate options in terms of engagement with the private sector to assist with additional housing provision in the context of an acute housing shortage locally.</p> | <p>Consider Lothian Rental Model and investigate options in terms of the private sector.</p>                                                                         | <p>Report going to Scrutiny Committee November 08<br/>Report has been rescheduled and will now be submitted to Scrutiny Committee on 15 January 2009. (04/11/08)</p> | <p><b>Member of Staff with overall responsibility:</b><br/>Dave Jones<br/><br/> <b>To be actioned by:</b><br/>John Gillespie<br/><br/> <b>Service:</b><br/>Services to People</p> |
| <b>Source Date:</b><br>28/08/2008<br><br><b>Review Date:</b><br>30/11/2008<br><br><b>Requested by</b><br>Councillor <input type="checkbox"/><br><br><b>Councillor Name:</b> | <b>SID:</b> 2089<br>HOUSING SERVICES INSPECTION<br>IMPROVEMENT PLAN<br><br><p>Head of Housing to consider how best members can be informed of an annual programme of dispersal tenancies</p>                                                                                                                      | <p>Look at ways of informing members of an annual programme of dispersal tenancies</p>                                                                               | <p>Report going to Scrutiny Committee November 08<br/>Report has been rescheduled and will now be submitted to Scrutiny Committee on 15 January 2009. (04/11/08)</p> | <p><b>Member of Staff with overall responsibility:</b><br/>Dave Jones<br/><br/> <b>To be actioned by:</b><br/>John Gillespie<br/><br/> <b>Service:</b><br/>Services to People</p> |
| <b>Source Date:</b><br>28/08/2008<br><br><b>Review Date:</b><br>30/11/2008<br><br><b>Requested by</b><br>Councillor <input type="checkbox"/><br><br><b>Councillor Name:</b> | <b>SID:</b> 2089<br>HOUSING SERVICES INSPECTION<br>IMPROVEMENT PLAN<br><br><p>Officers to provide committee with a report which details what actions and decisions are taken to ensure consistency of appeals information and decisions to improve quality of casework</p>                                        | <p>Report to committee detailing what actions and decisions are taken to ensure consistency of appeals information and decisions to improve quality of casework.</p> | <p>Report going to Scrutiny Committee november 08<br/>Report has been rescheduled and will now be submitted to Scrutiny Committee on 15 January 2009. (04/11/08)</p> | <p><b>Member of Staff with overall responsibility:</b><br/>Dave Jones<br/><br/> <b>To be actioned by:</b><br/>John Gillespie<br/><br/> <b>Service:</b><br/>Services to People</p> |