

**CLACKMANNANSHIRE COUNCIL**

**MINUTE OF MEETING of the SCRUTINY COMMITTEE held within the Council Chamber,  
Greenfield, Alloa, on THURSDAY 25 FEBRUARY 2010 at 9.30 am.**

**PRESENT**

Councillor Donald Balsillie (Convener)  
Councillor Gary Womersley (Vice Convener)  
Councillor John Biggam  
Councillor Mark English  
Councillor Harry McLaren  
Provost Derek Stewart

**IN ATTENDANCE**

Grahame Blair, Director of Services to People  
Peter Broadfoot, Head of Administration and Legal Services  
Garry Dallas, Director of Development and Environmental Services  
Jim Goodall, Head of Education and Community Services  
Aileen Littlejohn, Business Support Manager (Clerk to the Committee)  
Susan MacKay, Finance Manager  
Mac West, Roads and Transportation Manager

**SC(10)226      APOLOGIES AND SUBSTITUTIONS**

Apologies for absence were received from Councillor Alastair Campbell.

**SC(10)227      DECLARATIONS OF INTEREST**

None

**SC(10)228      MINUTE OF MEETING HELD ON 21 JANUARY 2010**

A minute of the Scrutiny Committee Meeting held on 21 January 2010 was submitted for approval by the Committee.

**Motion**

To approve the minute as a correct record of proceedings.

Moved by Provost Derek Stewart. Seconded by Councillor Harry McLaren.

**Decision**

The Committee agreed to approve the minute of the meeting held on 21 January 2010 as a correct record of proceedings.

The minute of the meeting was signed by the Convener.

## **SC(10)229      SCRUTINY COMMITTEE ACTION PLAN**

A list of ongoing actions from the Scrutiny Committee meetings was submitted for information. The Committee agreed to note the following actions:

### **SID 2211: Questions to Portfolio Holders (Minute of Meeting held on 22 October 2009)**

That the discussion paper is currently with CEO in draft format. Once approved, the draft report will be submitted to the Scrutiny Committee Focus Group for consideration before being presented to the full Committee. Portfolio Holders and Shadow Portfolio Holders to be consulted on the proposals.

### **SID 2182: End of Year Balanced Scorecard 2009/10**

That feedback on effectiveness and presentation of measures to enable the effective scrutiny of performance will be considered by the Scrutiny Committee Focus Group following the conclusion of the Scrutiny Committee of 25 February 2010. Action completed.

### **SID 2212: Freedom of Information Update**

That a paper was available to the Scrutiny Committee of 25 February 2010. Six monthly update reports to be included in the Scrutiny Committee Timetable. Action completed.

## **SC(10)230      DRAFT TIMETABLE FOR REPORTS TO SCRUTINY COMMITTEE**

A draft timetable for reports to the Scrutiny Committee to January 2011 was submitted for approval. The timetable will form part of the Annual Scrutiny Plan which is subject to approval by the Council.

### **Motion**

That Committee approves the draft time table for reports to the Scrutiny Committee to January 2011, subject to the following additions:

- Meeting: 20May 2010 - report on Roads and Street Lighting.

At a date to be confirmed by officers, the following reports to be included:

- Outcome of the legal discussions on the Kitchen Contract.
- Telecare
- Council's Financial Position - external consultant reports

Moved by Councillor Gary Womersley. Seconded by Councillor John Biggam.

### **Decision**

The Committee agreed unanimously to approve the draft timetable for reports to the Scrutiny Committee subject to the addition of the reports detailed above.

### **Action**

Chief Executive

**SC(10)231      INTERNAL AUDIT ANNUAL PLAN 2010-11**

A report presenting the Internal Audit Annual Plan for 2010-11 was submitted for approval, as required by the Internal Audit Charter appended to the Financial Regulations. The Committee noted that in undertaking the Annual Plan, Internal Audit will be able to form and provide an objective opinion on the Council's control environment.

**Motion**

That Committee approves the Internal Audit Annual Plan 2010-11.

Moved by Councillor Gary Womersley. Seconded by Councillor Derek Stewart

**Decision**

The Committee agreed unanimously to approve the Internal Audit Annual Plan 2010-11

**Action**

Chief Executive

**SC(10)232      INTERNAL AUDIT PROGRESS REPORT - 31 DECEMBER 2009**

A report providing a quarterly update on the progress of the Internal Audit Annual Plan, as approved by the Scrutiny Committee on 9th April 2009, in accordance with the Financial Regulations, was submitted for information.

The report also provided a quarterly update on the progress of implementation of recommendations by officers from previous Internal Audit reports.

**Motion**

That Committee notes the information set out in the report and progress made to 31 December 2009, subject to the proposal moved by Councillor John Biggam and seconded by Councillor Donald Balsillie, that future Audit Reports, once these are signed off by the respective parties, be made available on the members' portal area of Clacksweb.

**Decision**

The Committee agreed unanimously to note the information set out in the report and progress made to 31 December 2009 and agreed that future Audit Reports, once these are signed off by the respective parties, be made available on the members' portal area of Clacksweb.

**Action**

Chief Executive

**SC(10)233      FREEDOM OF INFORMATION - PERFORMANCE UPDATE**

A report which presented an overview of the numbers of requests received under the Freedom of Information (Scotland) Act 2002 across all services of the Council during the second half of 2009 was submitted for information.

The report provided management information on the volume of enquiries, the source of these enquiries and the performance of the Council in responding to the enquiries received.

Councillor Biggam pointed out an error in paragraph 4.10 of the report where reference is made to five reviews; this should read eight reviews.

**Motion**

That Committee notes the information set out in the report.

Moved by Councillor Gary Womersley. Seconded by Provost Derek Stewart.

**Decision**

The Committee agreed unanimously to note the information set out in the report.

ENDS 11.00 am