

# Ongoing Actions from Scrutiny Committee

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

## Service with Overall Responsibility: Chief Executive

### Subject

Source Date: 03/12/2009  
 Review Date: 31/03/2010  
 MINUTE OF MEETING HELD ON 22 OCTOBER 2009

Requested by Councillor

Councillor Name:

### Recommendation

As there is currently no formal agreed protocol for questions to portfolio holders, it is an issue that needs to be resolved and formally agreed by the Scrutiny Committee.

### Action required

Agree a formal protocol for questions to portfolio holders.

### Progress

Draft protocol prepared for Focus Group.

Member of Staff with overall responsibility:  
 Angela Leitch

To be actioned by:  
 Elaine McPherson

Service:  
 Strategy and Customer Services

Source Date: 21/01/2010

Subject: AUDIT REPORT FOR YEAR ENDED 2008/09

Review Date: 30/06/2010  
 Requested by Councillor

Councillor Name:

Management report to be submitted to the Scrutiny Committee of 20th May 2010 which addresses specific points from the External Audit Report ino budgetary controls, National Fraud Initiative and policy implementation.

Submit management report to Scrutiny Committee of 24 June 2010.

On Scrutiny Committee agenda for 24th June 2010.

Member of Staff with overall responsibility:  
 Angela Leitch

To be actioned by:  
 Susan Mackay

Service:  
 Support Services

Source Date: 25/02/2010

Subject: DRAFT TIMETABLE FOR REPORTS TO SCRUTINY COMMITTEE

Review Date: 30/04/2010  
 Requested by Councillor

Councillor Name:

To approve draft timetable to January 2010 with the inclusion of the following reports:  
 Roads and Street Lighting (20 May 2010); Outcome of Legal discussions on Kitchen Contract, Telecare and Council's Financial Position - External consultant reports (at a date identified by officers)

To include additional reports in timetable

Reports outstanding - awaiting revised dates.

Member of Staff with overall responsibility:  
 Angela Leitch

To be actioned by:  
 Aileen Littlejohn

Service:  
 Strategy and Customer Services

THIS PAPER RELATES TO  
 ITEM 4  
 ON THE AGENDA

**Service with Overall Responsibility: Finance and Corporate Services**

**Subject**

Source Date: 20/05/2010  
 SID: 2244  
 COMMUNITY PLANNING

Review Date: 31/12/2010

Requested by   
 Councillor

Councillor Name:

**Recommendation**

The Committee asked the Head of Strategy and Customer Services to look again at the mechanisms for community engagement on a village scale to take forward the community plan aspirations.

**Action required**

Head of Strategy and Customer Services to investigate mechanisms for community engagement.

**Progress**

Discussion paper being developed re village community planning.

Member of Staff with overall responsibility:

Nikki Bridle

To be actioned by:

Elaine McPherson

Service:

Strategy and Customer Services

Source Date: 20/05/2010

SID: 2244  
 COMMUNITY PLANNING

Review Date: 31/12/2010

Requested by   
 Councillor

Councillor Name:

OO

For consideration.

Information on Fairer Scotland funded programmes and monitoring reports circulated to Scrutiny Committee Members.

Member of Staff with overall responsibility:

Nikki Bridle

To be actioned by:

Elaine McPherson

Service:

Strategy and Customer Services

Source Date: 20/05/2010

SID: 2244  
 COMMUNITY PLANNING

Review Date: 31/12/2010

Requested by   
 Councillor

Councillor Name:

For consideration.

Scrutiny Committee views have been fed back to the Alliance. Scrutiny Committee Convener to be invited to Alliance meeting in September 2010 to discuss in more detail.

Member of Staff with overall responsibility:

Nikki Bridle

To be actioned by:

Elaine McPherson

Service:

Strategy and Customer Services



**Source Date:** 20/05/2010  
**Review Date:** 31/12/2010  
**Requested by Councillor**   
**Councillor Name:**

**SID:** 2244  
**COMMUNITY PLANNING**

The Committee recommended the introduction of a formal mechanism to provide information to elected members on the value for money and effectiveness of projects funded through the Alliance and the Fairer Scotland Fund.

For consideration.

Information on Fairer Scotland funded programmes and monitoring reports circulated to Scrutiny Committee Members.

**Member of Staff with overall responsibility:**  
 Nikki Bridle

**To be actioned by:**  
 Elaine McPherson

**Service:**  
 Strategy and Customer Services

**Source Date:** 20/05/2010  
**Review Date:** 31/12/2010  
**Requested by Councillor**   
**Councillor Name:**

**SID:** 2245  
**ANNUAL AUDIT PLAN 2009/10**

The Committee agreed that the list of internal and external audit recommendations should contrive to be kept and updated regularly to show the progress being made and the timetable for completion.

List of internal and external audit recommendations to be kept and updated.

To go to Scrutiny Committee in September with Internal Audit Progress Report.

**Member of Staff with overall responsibility:**  
 Nikki Bridle

**To be actioned by:**  
 Susan Mackay

**Service:**  
 Support Services

**Source Date:** 20/05/2010  
**Review Date:** 31/12/2010  
**Requested by Councillor**   
**Councillor Name:**

**SID:** 2246  
**INTERNAL AUDIT PROGRESS REPORT - 31 MARCH 2010**

The Committee agreed that the Chief Executive will be asked to produce a report to Council on Information Security where the assurance assessment is "Limited".

Chief Executive to prepare report to Council.

**Member of Staff with overall responsibility:**  
 Nikki Bridle

**To be actioned by:**  
 Barry Dickson

**Service:**  
 Support Services

**Source Date:** 20/05/2010  
**Review Date:** 31/12/2010  
**Requested by Councillor**   
**Councillor Name:** Donald Balsillie

**SID:** 2247  
**KEY PERFORMANCE INDICATORS (CORPORATE MANAGEMENT) 2009/10: END OF YEAR REPORT**

The Convener advised that he will undertake to invite the Regeneration Portfolio Holder, Councillor Rev. Sam Ovens, to attend the next meeting of the Scrutiny Committee Focus Group on 24 June 2010 to consider how actions within the Corporate Parenting Strategy can be monitored by the Scrutiny Committee.

Cllr Balsillie to invite Cllr Ovens to next Scrutiny FG meeting on 24th June 2010.

**Member of Staff with overall responsibility:**  
 Nikki Bridle

**To be actioned by:**  
 Councillor Donald Balsillie

**Service:**  
 Elected Member

**Source Date:** 20/05/2010  
**Review Date:** 31/12/2010  
**SID:** 2247  
**KEY PERFORMANCE INDICATORS (CORPORATE MANAGEMENT) 2009/10: END OF YEAR REPORT**  
**Requested by Councillor**   
**Councillor Name:** Donald Balsillie

The Convener advised that he will undertake to circulate the table of performance indicators to members of the Scrutiny Focus Group for comment.

Cllr Balsillie to circulate table to Scrutiny FG.

Completed.

**Member of Staff with overall responsibility:**  
Nikki Bridle

**To be actioned by:**  
Councillor Donald Balsillie

**Service:**  
Elected Member