



**MINUTE OF MEETING of the SCRUTINY COMMITTEE held within the Council Chamber,  
Greenfield, Alloa, on THURSDAY 24 FEBRUARY 2011 at 9.30 am.**

**PRESENT**

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

**IN ATTENDANCE**

Nikki Bridle, Director of Finance and Corporate Services  
Deirdre Cilliers, Head of Social Policy  
Elaine McPherson, Head of Strategy and Customer Services  
Aileen Littlejohn, Business Support Manager (Clerk to the Committee)  
Brian Forbes, Customer Services Manager  
Susan Mackay, Manager of Revenue and Payments

**SC(11)313 APOLOGIES**

None

**SC(11)314 DECLARATIONS OF INTEREST**

None

**SC(11)315 MINUTE OF MEETING HELD ON 13 JANUARY 2011**

A minute of the Scrutiny Committee Meeting held on 13 January 2011 was submitted for approval by the Committee.

Moved by Councillor John Biggam. Seconded by Provost Derek Stewart.

The minute of the meeting held on 13 January 2011 was agreed as a correct record and signed by the Convener.

**SC(11)316 SCRUTINY COMMITTEE ACTION PLAN**

A list of ongoing actions from previous Scrutiny Committee meetings was submitted for information.

**Motion**

That the Committee notes the information set out in the action plan and the following updates from the Director of Finance and Corporate Services to the action plan:

**SID: 2228 Scrutiny Committee Draft Forward Plan**

Outcome of legal proceedings awaited; report on outcomes will be brought forward as soon as possible.

**SID: 2228 Scrutiny Committee Draft Forward Plan**

Minor amendment to be made to the Scrutiny Committee Draft Forward Plan to reflect the outcomes of the Scrutiny Review before the forward plan is submitted to Council of 10 March 2011.

**SID: 2246 Internal Audit Progress Report - March 2010**

Report on information security currently in draft format and will be submitted to the Scrutiny Committee on 7 April 2011.

**SID: 2255 Audit Report for Year Ended 2008/09 - Follow Up**

Report on Statement of Control and Review of Annual Governance to be submitted to the Scrutiny Committee on 7 April 2011.

**SID: 2257 Audit Report for Year Ended 2008/09 - Follow Up**

National Fraud Initiative: high level results will be available from analysis. A management report on findings will go forward to Committee; timing will be dependent on conclusion of analysis. Aim is to report to Committee on 7 April but may be delayed to 19 May or 23 June 2011.

**SID: 2260 Scrutiny Review**

Agenda item for discussion within the Scrutiny Committee Focus Group on 24/02/11. Formal report to be submitted to the Scrutiny Committee on 7 April 2011.

**SID: 2264 Review of Single Outcome Agreement 2009-10**

Feedback awaited from Clackmannanshire Alliance following cancellation of a joint meeting between the Council and the Alliance. Committee Convener to liaise with the Head of Strategy and Customer Services with a view to rescheduling a meeting with the Alliance.

**SID: 2264 Review of Single Outcome Agreement 2009-10**

Within 12 months, a policy report to be progressed on how individual or groups of communities can develop community plans that link to the community planning process or the Local Development Plan.

**SID: 2266 2010-11 Half Year Risk Management Progress Report**

Within 12 months, a report to be progressed on a review of risks associated with climate change and how these are reflected in the risk register.

**SID: 2271 Budget Monitoring October 2010**

An interim report will be provided to Committee on 7 April and a finalised report on winter maintenance and road repairs (including an examination of statutory undertaker requirements) submitted to Committee on 23 June 2011. Progress will continue to be monitored.

**SID: 2272 Budget Monitoring October 2010 - HRA**

Director of Finance and Corporate Services to take forward issue of policy/procedure in relation to malicious damage to Council properties and implications of winter maintenance obligations in relation to Council properties, with the Director of Services to Communities. A target date for reporting to Council will be identified in the next Action Plan (Committee of 7 April 2011).

**SID: 2273 Key Performance Indicators 2010/11 - Half Year Report**

A briefing on the new web based performance management system (Covalent) will be provided to the Scrutiny Committee Focus Group on 24 February 2011. Action completed.

## **Decision**

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

## **Action**

Head of Strategy and Customer Services

***Councillor Mark English joined the meeting at this point in proceedings (9.40 am)***

## **SC(11)317 INTERNAL AUDIT UPDATE**

The Scrutiny Committee heard a presentation from the Revenues and Payments Manager which provided a vehicle for discussion on the current position and a way forward for Internal Audit. The presentation highlighted current issues, options, issues to be considered and milestones. The Committee then had an opportunity to put questions to the Revenues and Payments Manager. Details of progress on the approved Audit Plan were made available to members.

Following questions and comments, the Convener proposed that discussion is continued to the Scrutiny Committee Focus Group following the conclusion of the formal committee meeting. The Convener asked that the following statement be recorded in the minute:

"Committee notes its disappointment that, despite assurances, the Audit Plan has slipped. Committee recognises the extreme resource issues and reflects on the possibility that Internal Audit has been under-resourced for a number of years."

## **Decision**

The Committee agreed that discussion be continued to the Scrutiny Committee Focus Group on 24 February 2011; the Revenues and Payments Manager and Director of Finance and Corporate Services to attend.

## **Action**

Director of Finance and Corporate Services/Revenues and Payments Manager

## **SC(11)318 REGISTRATION (BIRTHS, DEATHS AND CEREMONIES) 2010 STATISTICS**

A report which provided an annual review of service activity for the Registration Service was submitted by the Head of Strategy and Customer Services. The registration year runs from January to December and at the end of each December, the Registrar in Clackmannanshire provides a review of service activity for the previous 12 months.

## **Motion**

That Committee notes the information set out in the report.

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

## **Decision**

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

The Convener asked that the Customer Services Manager provides Scrutiny Committee members with comparison costs with other local authority registration services.

**Action**

Customer Services Manager

**SC(11)319 CLACKMANNANSHIRE CHILD PROTECTION COMMITTEE ANNUAL REPORT 2009/10**

A report which presented the Clackmannanshire Child Protection Committee (CPC) Annual Report for 2009/10 was submitted by the Head of Social Policy. The CPC report was presented to Committee for information regarding the progress of inter agency child protection work across Clackmannanshire. The 2009-10 Action Plan was included as an appendix to the CPC Annual Report.

**Motion**

That Committee notes the information set out in the report.

Moved by Councillor Donald Balsillie. Seconded by Councillor John Biggam.

**Decision**

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

**SC(11)320 INTEGRATED MENTAL HEALTH SERVICE ANNUAL REPORT**

A report which presented the Clackmannanshire Integrated Mental Health Service Annual Report for 2009/10 was submitted by the Head of Social Policy. The Integrated Mental Health Service Annual Report outlined quality improvement activity for the period 2009/10 and offered an overview of service development, performance, evaluation and stakeholder engagement as well as illustrating how the service contributes to Social Policy and Corporate priorities.

**Motion**

That Committee notes the information set out in the report.

Moved by Councillor Donald Balsillie. Seconded by Councillor Alastair Campbell.

**Decision**

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

ENDS 10.45 am