



**MINUTE OF MEETING of the SCRUTINY COMMITTEE held within the Council Chamber,
Greenfield, Alloa, on THURSDAY 23 JUNE 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
Garry Dallas, Director of Services to Communities
Deirdre Cilliers, Head of Social Services, Clackmannanshire and Stirling
Stephen Crawford, Head of Facilities Management
John Gillespie, Head of Community and Regulatory Services
Elaine McPherson, Head of Strategy and Customer Services
Stuart Crickmar, Strategy and Performance Manager
Barry Dickson, IT Services Manager
Lisa Simpson, Governance Manager (Clerk to the Committee)
Yvonne Wright, Service Manager, Pupil Support
Judith Richardson, Business Improvement Officer
Grace Scanlin, External Auditor, Grant Thornton UK LLP (Item 4)

SC(11)11 APOLOGIES

None.

SC(11)12 DECLARATIONS OF INTEREST

None.

SC(11)13 MINUTE OF MEETING HELD ON 19 MAY 2011

A minute of the Scrutiny Committee Meeting held on 19 May 2011 was submitted for approval by the Committee.

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

The minute of the meeting held on 19 May 2011 was agreed as a correct record and signed by the Convener.

SC(11)14 EXTERNAL AUDIT: AUDIT APPROACH MEMORANDUM

The external audit memorandum set out the planned audit activity during 2011/12 in respect of the financial year 2010/11.

Motion

That the Committee discuss and note the external audit plan for financial year 2010/11.

Moved by Councillor Donald Balsillie. Seconded by Councillor Gary Womersley.

Decision

The Committee unanimously agreed to note the external audit plan for financial year 2010/11.

SC(11)15 INFORMATION SECURITY AUDIT ACTIONS UPDATE

Following the consideration of Internal Audit's review of Information Security, the Scrutiny Committee requested an update report on the recommended improvements. The report updated the Scrutiny committee on the progress made on implementing the recommendations.

Motion

That the Committee reviews, comments and challenges the improvements implemented in respect of corporate information security as appropriate.

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

Decision

The Committee unanimously agreed to note the improvements implemented in respect of corporate information security.

SC(11)16 CLACKS IMPROVEMENT MODEL: END OF YEAR PROGRESS REPORT

The report provided an update of progress with the rollout of the Clacks Improvement Model, which is a central component of the Council's change programme, Growing in Excellence.

Motion

That the Committee review the report and comment and challenge as appropriate.

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

Decision

The Committee unanimously agreed to note the update of progress with the rollout of the Clacks Improvement Model.

SC(11)17 BEST VALUE 2 (BV2)

The report brought the Scrutiny Committee up to date with developments in the Best Value Audit regime, and provided information on arrangements in place to ensure positive outcomes for the Council.

Motion

That the Committee review the report and comment and challenge as appropriate.

Moved by Councillor Donald Balsillie. Seconded by Councillor Gary Womersley.

Decision

The Committee unanimously agreed to note the developments in the Best Value audit regime and the arrangements in place to ensure positive outcomes for the Council.

SC(11)18 2010/11 END OF YEAR RISK MANAGEMENT PROGRESS REPORT

The report provided the Scrutiny Committee with an update on significant risks facing the Council, together with actions being taken to mitigate their potential impact, or the likelihood of them occurring.

Motion

That the Committee review the report and comment and challenge as appropriate; and provide feedback on the format of the report produced from the Covalent Performance Management System.

Moved by Councillor Donald Balsillie. Seconded by Councillor Harry McLaren.

Amendment

To add:

That the delivery of Curriculum for Excellence (CfE) and Getting It Right For Every Child (GIRFEC) remains on the risk register and is included in future reports to the Scrutiny Committee.

Moved by Councillor Donald Balsillie. Seconded by Councillor Harry McLaren.

Voting

The voting on the **amendment** was as follows:

For amendment	- 4 votes
Against amendment	- 3 votes
Not voting	- 0 abstentions

The amendment was carried by 4 votes to 3.

Decision

The Committee agreed:

- To note the update on significant risks facing the Council, together with actions being taken to mitigate their potential impact or the likelihood of them occurring; and
- That the delivery of Curriculum for Excellence (CfE) and Getting It Right For Every Child (GIRFEC) remains on the risk register and is included in future reports to the Scrutiny Committee.

Action

Director of Finance and Corporate Services

SC(11)19 2010/11 END OF YEAR KEY PERFORMANCE INDICATORS PROGRESS REPORT

The report provided the Scrutiny Committee with an update of the Corporate and Service Management Key Performance Indicators, incorporating performance from 1st April 2010 to 31st March 2011. Some of the indicators could not be reported at this time due to requiring verification from external sources, or where cases remain open after the end of the financial year. Education performance indicators relate to 2009/10 as we are still within the 2010/11 academic year.

The Strategy and Performance Manager advised of a correction to two of the indicators:

Visits to indoor sports facilities has increased in 2010/11 to 7,729; and
Visits to swimming pools has increased in 2010/11 to 3,073

Therefore performance on both indicators has improved since last year and is meeting or exceeding the target.

Motion

That the Committee review the report and comment and challenge as appropriate; and provide feedback on the format of the report produced from the Covalent Performance Management System.

Moved by Councillor Donald Balsillie. Seconded by Provost Derek Stewart.

Decision

The Committee agreed to note the update on the Corporate and Service Management Key Performance Indicators.

SC(11)20 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.

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

Decision

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

The Convener re-ordered the Agenda to take Item 12 prior to Item 11.

SC(11)21 SCRUTINY COMMITTEE SELF ASSESSMENT

The purpose of the report was to summarise the key findings arising from the recently completed Scrutiny Committee self assessment process. The report also set out the proposed improvement plan for the issues raised by the review.

Motion

That the Committee:

1. Approves the key findings and improvement plan arising from the review;
2. Approves the indicative timescales set out in the improvement plan;
3. Agrees to present the action plan to the next Council meeting on 30 June 2011; and
4. Discusses and agrees the format of the presentation and improvement plan for Council.

Moved by Councillor Donald Balsillie. Seconded by Councillor Gary Womersley.

Decision

The Committee agreed unanimously to

1. Approve the key findings and improvement plan arising from the review;
2. Approve the indicative timescales set out in the improvement plan;
3. To present the action plan to the next Council meeting on 30 June 2011; and
4. Agree the format of the presentation and improvement plan for Council.

Action

Director of Finance and Corporate Services

SC(11)22 SCRUTINY COMMITTEE FORWARD PLAN

The report presented the Scrutiny Committee Forward Plan for 2011/12. The report supplemented the interim report presented to Council on 10th March 2011.

Motion

That the Committee:

- approves the Scrutiny Committee Forward Plan for 2011/12 as set out in Appendix A of the report;
- notes the "watching" brief subjects highlighted by the Scrutiny Committee; and
- endorses the planning process improvements adopted by the Scrutiny Committee in preparing the 2011/12 Forward Plan

Moved by Councillor Donald Balsillie. Seconded by Councillor Harry McLaren.

Decision

The Committee agreed to:

- approve the Scrutiny Committee Forward Plan for 2011/12 as set out in Appendix A of the report;
- note the "watching" brief subjects highlighted by the Scrutiny Committee; and
- endorse the planning process improvements adopted by the Scrutiny Committee in preparing the 2011/12 Forward Plan

Action

Director of Finance and Corporate Services

SC(11)23 QUALITY REPORT OF THE MANAGEMENT REVIEW 2011 FOR LUDGATE HOUSE RESOURCE CENTRE AND MENSTRIE HOUSE CARE HOME

The purpose of the Quality Management Review for Ludgate House Resource Centre and Menstrie House is to meet the requirements BS EN ISO 9001:2008 accreditation , and to set actions for the continuous improvement of these services for the year ahead.

Motion

That the Committee note the achievements and actions for continuous improvement for these services.

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

Decision

The Committee unanimously agreed to note the achievements and actions for continuous improvement for these services.

ENDS: 12.40 pm