

# Performance Improvement Scrutiny Committee



Date	23 March 2006
Venue	Council Offices, Wesham
Committee members	Keith Hyde (Chairman) Fabian Wilson (Vice-Chairman) Christine Akeroyd, Elizabeth Clarke, Derek Lancaster,
Other Councillors	Paul Rigby
Officers	Allan Oldfield, Savile Sykes and Peter Welsh
Others	None

## 1. Declarations of interest

Members were reminded that any personal/prejudicial interests should be declared as required by the Council's Code of Conduct adopted in accordance with the Local Government Act 2000.

## 2. Confirmation of minutes

RESOLVED: To approve the minutes of the Performance Improvement Community Forum meeting held on 16 February 2006 as a correct record for signature by the chairman.

## 3. Substitute members

No Substitute members were reported.

## 4. The Efficiency Statement Progress Report

Allan Oldfield (Policy & Change Manager) informed Members that the council had submitted a 'Forward Looking' Efficiency Statement in April 2005 outlining the key actions that would be undertaken to achieve an efficiency saving of £270,000 in the financial year 2005/06. The report before Members provided progress against the Forward Looking Efficiency Statement that was submitted to the ODPM (Office of the Deputy Prime Minister) in the form of an action plan. The action plan identified who was responsible for what actions and by when.

Following Mr Oldfield's presentation Members raised and scrutinised several issues which included the role of the portfolio holder in ensuring that identified efficiencies are met; the use of acronyms contained in the Efficiency Statement and the need for clear definitions; the take up of staff receiving electronic payslips and measures to improve participation; the procedures for posting agendas and other documents to councillors; uptake and usage of

purchase cards; the promotion and use of network photocopiers and the need to improve the staff sickness levels.

Following a full debate the Committee RESOLVED-

1. To note the progress made to date in respect of the efficiency savings.
2. That the Principle Democratic Services Officer be requested to undertake a review of the procedures for sending agendas to Members in electronic format.

5. Internal Audit Plan 2006/07

Savile Sykes (Head of Internal Audit) presented the report on the strategic plan for internal audit and the annual plan for 2006/2007.

Mr Sykes informed Members that a five-year strategic plan had been drafted. The period covered enabled all major systems and areas of activity to be audited on a cyclical basis. It set out types of audit, activities subject to audit, frequency of audit based on risk assessment, and audit days required for each activity. The strategic plan will be subject to annual review, based on changes in the audit universe, the results of audit work and changes to resources available.

Mr Sykes commented that the first year of the strategic plan constituted the bulk of the annual work programme for 2006/2007. The remainder of the annual plan was comprised of work requested by managers, on-demand tasks and unplanned reactive audit work.

Following consideration the Committee RESOLVED

1. To note and approve the strategic plan for internal audit and the annual plan for 2006/07.

6. Appointment of Audit Sub Committee

Peter Welsh (Principal Democratic Services Officer) presented the report that sought nominations to the new Audit Sub Committee together with approval of amended meeting dates and to give consideration to the Audit Sub Committee work plan.

Due to possible implications to political balance calculations Mr Welsh requested that nominations to the new Sub Committee be deferred.

The Committee RESOLVED-

1. That the current meeting dates be amended.
2. Note the work plan as detailed in the report.
3. That nominations to the new Audit Sub Committee be deferred to the next meeting.