

**APPENDIX I to the minute of meeting
of the Strategic Policy Committee of
31 January 2012 (Article 3(b) refers)**

MINUTE of MEETING of the **SCRUTINY AND AUDIT SUB-COMMITTEE** of the **STRATEGIC POLICY COMMITTEE** held in the Boardroom, Angus House, Forfar on Tuesday 10 January 2012 at 2.00 pm.

Present: Councillors BOB SPINK, JOHN WHYTE, MAIRI EVANS, ALEX KING, IAN MACKINTOSH, BOB MYLES, HELEN OSWALD and COLIN BROWN.

Councillor SPINK, Convener, in the Chair.

1. APOLOGIES/SUBSTITUTES

Apologies for absence were intimated on behalf of Councillors Iain Gaul and Mark Salmond, with Councillors Mairi Evans and Colin Brown substituting respectively.

2. DECLARATIONS OF INTEREST

There were no declarations of interest made.

3. MINUTE OF PREVIOUS MEETING

The [minute of meeting of this Sub-Committee of 8 November 2011](#) was submitted and approved as a correct record.

4. HMIE INSPECTION OF COLLISTON PRIMARY SCHOOL

There were submitted:-

- (a) Summary Profile of Colliston Primary School;
- (b) HMIE Report which highlighted the key strengths of the school as being:-
 - staff who work well together to provide a positive and caring climate in which children can learn;
 - well behaved children who show respect for adults and each other;
 - the wide range of activities which enrich children's experiences;
 - strong partnerships with parents which support children's learning.

The Report indicated that in discussion with staff and the Education Authority as to how they might continue to improve the school and nursery class the undernoted had been agreed:-

- involve children in setting personal goals for improving their work;
 - provide more challenging tasks and activities so that learners were motivated and achieve better;
 - develop a clear plan to further improve the curriculum;
 - improve the range of ways the school evaluates its work, including monitoring children's progress; and
- (c) Action Plan which set out against each recommendation from the HMIE Report, the key actions, staff responsible, timescales and success criteria.

The Sub-Committee then heard from Mrs Lorna Higgins the Headteacher of Colliston Primary School in relation to the HMIE inspection process.

The Sub-Committee agreed to note the contents of the HMIE Report and Action Plan.

5. INTERNAL AUDIT ACTIVITY UPDATE

With reference to Article 9 of the minute of meeting of this Sub-Committee of 8 November 2011, there was submitted [Report No 11/12](#) by the Head of Finance providing the Chief Internal Auditors update on the main findings of internal audit reports issued since the date of the last Scrutiny and Audit Sub-Committee.

The Report detailed the progress in relation to the 2011/2012 Internal Audit Plan including areas of additional unplanned audits which Internal Audit had been involved in during the year. As a consequence of a number of the additional areas being very time consuming some slippage may result in the final delivery of the amended Audit Plan, however, this would become clearer over the next month as the concept for the new audit system was let and an implementation timetable developed.

In relation to Internal Audits, three had been finalised and issued since the last Sub-Committee meeting namely Efficiency Outcomes; Energy Management and Leisure Services Payroll.

Having heard some members express their concern regarding the lack of progress with some of the actions arising from the audit of Leisure Services Payroll, the Sub-Committee agreed:-

- (i) to note the summaries of the audit reports and follow-ups;
- (ii) that the Chief Internal Auditor advise the Director of Neighbourhood Services of members concerns and seek clarification on what plans the Director had to resolve these issues; and
- (iii) to note that the Chief Internal Auditor would bring back to future Sub-Committees update reports in relation to follow up audits including any outstanding actions.

6. CORPORATE IMPROVEMENT PLAN - MID TERM PERFORMANCE REPORT 2011/12

With reference to Article 5 of the minute of meeting of the Strategic Policy Committee of 6 December 2011, there was submitted Report by the Chief Executive presenting the Corporate Improvement Plan 2011/2012 Mid Term Performance Report.

The Report outlined the progress against actions within the Corporate Improvement Plan, detailed the suite of key performance indicators within the Corporate Improvement Plan which had been used to assist in managing performance at a corporate level and where appropriate, provided an update on performance as at 30 September 2011. In addition, the Report provided an update on those public consultation exercises being undertaken at a corporate level during 2011/2012 and progress on Corporate Efficiency Reviews within the Corporate Improvement Plan for 2011/2012.

The Sub-Committee, for its interest, agreed:

- (i) to note the terms of the Corporate Improvement Plan 2011/2012 mid-term Performance Report; and
- (ii) that consideration be given to the presentation of performance information in future reports to include details of the estimated position versus actual.

7. ANGUS COMMUNITY PLAN AND SINGLE OUTCOME AGREEMENT (2011-2014)

With reference to Article 8 of the minute of meeting of the Strategic Policy Committee of 6 September 2011, there was submitted [Report No 12/12](#) by the Chief Executive presenting the 2011/2012 mid-year performance report on the Angus Community Plan and Single Outcome Agreement 2011/2014.

The Report indicated that the Community Plan and Single Outcome Agreement for 2011/2014 outlined the five priority areas that the Community Planning Partnership had agreed to focus on and also identified the local outcomes which were based around the partnerships five priorities and to improve quality of life and opportunities for individuals, families and communities in Angus.

The Report was divided into five sections to reflect the five partnership priorities with responsibility for delivering on the plans and actions against each priority resting with one of the five thematic partnerships.

The Sub-Committee agreed:-

- (i) to note the 2011/2012 mid-year performance report on the Angus Community Plan Single Outcome Agreement 2011/2014; and
- (ii) to note that the Report would be submitted to the Strategic Policy Committee on 31 January and the Angus Community Planning Partnership on 1 February 2012.

8. DEPARTMENTAL MID TERM SERVICE PERFORMANCE REPORTS 2011/2012

With reference to Article 5 of the minute of meeting of this Sub-Committee of 21 September 2010, there was submitted Departmental Annual Reports for 2011/2012 in respect of:-

- (a) Chief Executive's Department;
- (b) Corporate Services Department;
- (c) Education Department;
- (d) Infrastructure Services Department;
- (e) Neighbourhood Services Department;
- (f) Social Work and Health Department.

The individual Reports had been submitted to the respective service committees in the previous committee cycle and had been designed to give members, employees and the public (who had access to the Reports via the Council's website) an update of performance within departments during the first six months of the financial year.

Having heard from the Assistant Chief Executive and Director of Corporate Services in relation to the overdue targets, the Sub Committee agreed:

- (i) to note the contents of the Reports;
- (ii) that clarification be sought from the Director of Infrastructure Services in relation to a number of key performance information indicators for the Roads division; and
- (iii) the Director of Neighbourhood Services provide a progress update to members in relation to the overdue targets.

9. EFFICIENCY REVIEWS 2012/13

There was submitted [Report No 13/12](#) by the Chief Executive identifying a series of proposed service efficiency reviews to be undertaken during 2012/13 and outlining the position in relation to corporate efficiency reviews.

The Report indicated that a list of service efficiency reviews planned by departments for 2012/13 had been incorporated within their Service Improvement Plans which would be considered by special service committee meetings on 9 February 2012, as outlined in Appendix 1 to the Report. The list of efficiency review incorporated what could be termed as "major" Service Reviews which would justify a formal review with the outcome reported to Committee.

In relation to corporate efficiency reviews 2012/13, the Report indicated that the corporate efficiency review landscape had evolved beyond what had originally been envisaged at the same time becoming more time consuming and resource intensive. The national landscape had also changed over recent years and the Government's response to the Christie Commission had helped to clarify some of the broader changes that would need to be addressed. In order that the Council's work was aligned in response to the national challenges and opportunities to an outcomes approach it was considered it was now appropriate to reflect on the Council's approach to Corporate Efficiency Reviews. The Chief Executive had identified a number of strands which were key to developing the corporate body and work was ongoing to incorporate these strands within a holistic corporate improvement programme for the Council, the working title of this programme being "Transforming Angus", its aims being:-

- to provide employees with a working environment which offered an opportunity to adopt a more flexible approach to work reflecting modern lifestyles;
- to approve performance by seeking improvements to business processes and systems;
- to develop channels of service delivery to reflect the modern day needs of our customers, providing more accessible and responsive services and improving the overall customer experience.

Underpinning these three areas would be a commitment to improve the capacity of the Council's workforce, improve performance and achieve value for money.

The Sub-Committee agreed:-

- (i) to approve the proposed Service Efficiency Reviews for 2012/13 as detailed in Appendix to the Report;
- (ii) to note the initiatives which would be taken to help develop/take forward the improvement agenda within Angus and in particular the work that was ongoing to fully develop the "Transforming Angus" concept; and
- (iii) to approve the position in relation to Corporate Efficiency Reviews.

10. EFFICIENCY REVIEWS -PROGRESS UPDATE

With reference to Article 5 of the minute of meeting of this Sub-Committee of 15 February 2011, there was submitted [Report No 14/12](#) by the Chief Executive giving a progress update on the 2011/12 programme of Efficiency Reviews as at 30 November for each Efficiency Review scheduled for 2011/12.

The Report indicated that Efficiency Reviews were categorised as either corporate or service with the outcome of Corporate Reviews reported to this Sub-Committee prior to the submission to the appropriate Committee and the outcome of Service Reviews reported to the appropriate Service Committee. The mid-year progress update as appended to the Report had been considered by the Performance Review Group on 14 November 2011.

The Sub-Committee agreed to note the progress against the programme of Efficiency Reviews scheduled for 2011/12 as detailed in the Appendix to the Report.

11. STATUTORY PERFORMANCE INDICATORS 2010/11

With reference to Article 6 of the minute of meeting of this Sub-Committee of 15 February 2011, there was submitted [Report No 15/12](#) by the Chief Executive providing an analysis of Council performance against the statutory performance indicators for 2010/2011 in an all Scotland context.

The Report indicated that a comparison of performance between 2009/2010 and 2010/2011 for each of the measures showed that:-

- 29 (55%) showed an improvement in performance;
- 2 (4%) maintained performance; and
- 22 (41%) showed a deterioration in performance.

The Report indicated that for 53% of the measures Angus Council's performance was amongst the top half performing Councils in Scotland. Attached as an Appendix to the Report were details on each individual measure reported for 2010/11 which provided the direction of travel for each measure year on year from 2007/2008 where data was available, shown in both tabular and graph format. For those measures where performance had deteriorated by 10% or more a commentary from the Director responsible for that measure had been incorporated, highlighting, where appropriate, any actions to improve future performance.

Having heard members highlight some of the very positive aspects of the Report, the Sub-Committee agreed to note the performance of Angus Council in financial year 2010/2011 in terms of the statutory performance indicators.

12. SICKNESS ABSENCE JULY - SEPTEMBER 2011

With reference to Article 13 of the minute of meeting of this Sub-Committee of 21 June 2011, there was submitted and noted [Report No 16/12](#) by the Chief Executive advising of the level of sickness absence within the Council for the period 1 July to 30 September 2011.

13. QUARTERLY STAFFING REVIEW

With reference to Article 12 of the minute of meeting of this Sub-Committee of 21 June 2011, there was submitted and noted [Report No 17/12](#) by the Chief Executive providing an overview of the Council's staffing levels and vacancy management during the period 1 July to 30 September 2011.