

PSC Annual Report and Work Programme 2006/07
Performance Select Committee 14 June 2006, item 4

Committee: Performance Select Committee **Agenda Item**
Date: 14 June 2006 **4**
Title: PSC Annual Report and Work Programme
2006/07
Author: Tracy Turner, Executive Manager **Item for**
(Strategy & Performance), 01799 510402 **decision**

Summary

The report provides an annual report on the Performance Select Committee 2005/06 as well as setting out the work programme for 2006/07.

Recommendations

The Committee note the report and make any amendments necessary to the work programme.

Background Papers

None.

Impact

Communication/Consultation	The PSC work programme will need to take account of continuing developments on CPA, improvement planning, and other issues. Regular communication is therefore needed with Audit Commission, external partners etc.
Community Safety	None.
Equalities	None.
Finance	None.
Human Rights	None.
Legal implications	None.
Ward-specific impacts	All
Workforce/Workplace	None.

Situation

- 1 Appendix A sets out the annual report for the Performance Select Committee 2005/06.
- 2 The Committee has six scheduled meetings in 2006/07 (including two in April 2007 to take account of any timetabling issues around the expected Annual Audit Letter).

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- 3 The Committee is expected to deal with the following items of business in 2006/07. The Committee's terms of reference and delegations are set out in Appendix B. Additional items will need to be scheduled on corporate plan monitoring, the progress of organisational re-engineering, and other external audit reports and plans.

Date of Committee	Expected Agenda Items
14 June 2006	Annual Report & Work Programme Annual Internal Audit Report and Audit Opinion Internal Audit Report – Human Resources Best Value Review Programme CPA Consultation Annual Audit Letter Update Capacity Building
9 August 2006	Performance Information Management Report April-June, Quarter 1 (including Covalent demo) Risk Management – Update Internal Audit report x2 – subject tba Consultation Corporate Improvement Plan BV Review Communications – Scoping Document Appraisals Process - Update CPA Update
15 November 2006	Performance Information Management Report July-September Q2 Update on 2004/05 Annual Audit Letter Progress Internal Audit Report – 6 month update Internal Audit Report x2 – subject tba
6 February 2007	Performance Information Management Report October-December Q3 Internal audit plan 2007/08 Internal audit report x2 – subject tba Risk Management – update Target Setting
18 April	Annual Audit Letter 2005/06

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Date of Committee	Expected Agenda Items
2007	Internal audit report x2 – subject tba Corporate Improvement Plan Update
25 April 2007	Draft Best Value Performance Plan Annual Audit Letter 2005/06 (continued)

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Agendas may include too few or too many items	Medium	High	The work programme allows a snapshot to be taken across the year of the likely workload of the Committee and balancing actions to be taken. The Committee will need to continue to assess workload through the year, whilst taking account of resource limitations when scheduling additional meetings. A more complete picture of workload/capacity will be available for 2007/08.

Chairman's Annual Report

Annual reports, like general meetings, rarely attract avid readership or mass attendance. This may be because they deal largely with history and procedure rather than what livens up our daily lives. In writing this first annual report for a performance committee I am conscious that a recitation on tables of performance indicators would be a triple turn-off.

Gwyneth Dunwoody MP epitomises the image of a parliamentary select committee chair who fearlessly holds to account ministers, managers and transport. Uttlesford's only select committee has not yet operated in the same inquisitorial mode seen at Westminster, but it is early days.

This is a calendar 'annual report' which is an exaggeration coming from a performance select committee whose existence has been less than 6 months. It has been a busy and productive few months. Four meetings were held between January and April to conduct business on the best value performance plan, risk management, the annual audit report and letter from the Audit Commission, internal audit reports, and the staff appraisal system, amongst other subjects. It is expected that a spur has been given to risk management, and there will be further monitoring of this later in the year to ensure progress in an important performance technique that has been slow to be understood at Uttlesford.

The annual audit letter generated a series of recommendations that were accepted by the Council. The most significant of those were aimed at clarifying officer and member responsibilities and accountability, including the appointment of champions for corporate policy area. Later in the year the Committee will be examining the 2006-09 corporate plan and the 2005/06 financial accounts.

It is early days for the performance select committee. Similar committees, sometimes called audit committees, are becoming more common in local government as it catches up with the rest of the public sector and the private sector. The advent of a new performance regime for local government in coming months should mean that Uttlesford DC is well placed to demonstrate that councils can take charge of their own performance in closer dialogue with local residents rather than being burdened with the heavy hand of central government and perpetual external inspection.

Cllr Alan Dean

June 2006

Performance Select Committee – Terms of Reference & Delegations

8.1 Terms of reference

8.1.1 The Council will appoint a Performance Select Committee to discharge the following overview functions of the Council conferred by regulation 6 Local Authorities (Alternative Arrangements) Regulations 2001: - To monitor the performance of the Council and progress against improvement plans and monitor the Council's Best Value Performance Plan.

8.1.1 To conduct best value reviews of the Council's Services.

8.1.2 To fulfil the Council's Internal Audit and risk functions.

8.1.3 To make reports and recommendations to policy committees and the Council as a whole on its policies, budget and service delivery as appropriate.

8.2 Specific functions

The Committee will:

8.2.1 Set its own work programme;

8.2.2 conduct research, community and other consultation in the analysis of policy issues and possible options;

8.2.3 consider and implement mechanisms to encourage and enhance community participation in the development of policy options;

8.2.4 question members of committees and chief officers about their views on issues and proposals affecting the area; and

8.2.5 liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

8.3 Overview of Joint Committees

The Council may determine that the overview functions in respect of any joint committee with another local authority or authorities shall be performed by a named Committee of the Council in place of the Performance Select Committee.

8.4 Annual Report

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The Committee shall report annually to full Council on its workings and make recommendations for future work programmes and amended working methods if appropriate.

8.5 Proceedings of the Performance Select Committee

The Committee (including any Committee designated to perform overview and scrutiny functions for joint committees under paragraph 7.3.3) will conduct its proceedings in accordance with the Overview and Scrutiny Procedure Rules set out in Part 3 of this Constitution.

PERFORMANCE SELECT COMMITTEE – TERMS OF DELEGATION

1. Prepare work programme, subject to any positive direction from the Council.
2. Monitor and review the performance of the Council, the policy committees and services against the Corporate Plan, national and locally adopted performance indicators and advise policy committees and/or the Council as appropriate.
3. Monitor the performance of the Council against the CPA Improvement Plan and report to the policy committees and/or the Council as appropriate.
4. Monitor the work of Internal Audit and report to the policy committees and/or the Council as appropriate.
5. Conduct service reviews including Best Value reviews of services after considering advice from the appropriate service committee. Make recommendations to the appropriate service committee.
6. Consider matters referred by individual Members.
7. Establish task groups and working parties as necessary for specific purposes.
8. Conduct research, community and other consultation in the analysis of policy issues and possible options.
9. Fulfil the functions of an Audit and Risk Committee and in particular:
 - 9.1 Receive and consider scheduled progress reports from internal audit
 - 9.2 Receive and consider the risk register and risk management reports
 - 9.3 Receive and consider all external audit reports
 - 9.4 Receive and consider the external auditors annual plan and audit letter
 - 9.5 Receive bi-annual reports regarding the Council's corporate governance activities

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- 9.6 Monitor the implementation of recommendations from the internal and external auditors