












**Committee Actions - Performance Select Committee**  
**15 November 2006**

Action Code & Title	Description	Status Icon	Progress	Due Date	Latest Status Update	Assigned To
PS34i Action list to be appended to future minutes			100%	21/09/2006	Action list appended to minutes.	Cathy Roberts
PS34ii Best Value Review Programme report for future meeting to cover value for money assessment			100%	15/11/2006	Proposal for Value for Money assessments will be taken to Scrutiny Committee. Local Government White Paper proposes the abolition of the best value review process and Best Value Performance Plans. It is therefore not now proposed to bring a paper to PSC setting out a forward best value review programme.	Tracy Turner
PS34iii Date of Audit Commission workshop on annual audit letter to be set			30%	15/11/2006	Audit Commission proposed a series of workshops on issues aligned to the annual audit letter. First workshop on scrutiny took place on 2 November. Proposed dates for further workshops have been promised by the Audit Commission and will continue to be chased.	Tracy Turner
PS34iv Capacity Building Bid to be kept under review			100%	15/11/2006	Potential use of the Capacity Building programme continues to be kept under review in the context of the Corporate Plan projects.	Tracy Turner
PS37 Report on progress on the Museum Internal Audit Report to the November meeting	That a progress report be brought to the PSC in November to establish what progress has been made in improving financial control and volunteer management and how these issues would link to any future plans for growth at the Museum.		50%	15/11/2006	An update on the Museum will be made to PSC on 15 November covering financial control, volunteer management and future growth.	Carolyn Wingfield
PS38i Future meeting to be set up between Cllrs Savage & Wilcock and the Communications Manager	That an interim working group on consultation be established comprising Cllrs M J Savage and P A Wilcock, who would engage with the Communications Manager following the post being taken up.		50%	15/11/2006	Communications Manager now in post. Meeting in the process of being arranged.	Richard Auty
PS38ii EM(S&P) to consult on sheltered housing etc where large print or taped copies of Uttlesford Life could be made available			80%	15/11/2006	PR Officer consulted with Housing Service and arrangements made with sheltered housing providers. Further efforts will be made to increase knowledge of this service and extend take up as widely as possible across the district now new Communications Manager in post.	Richard Auty

PS40i Details of the LGA conference 'Do you know your customers?' to be sent to all members of the PSC			100%	15/11/2006	Details of conference emailed to all Members.	Cathy Roberts
PS40ii Agenda item 'Business for next meeting' to appear on future agendas			100%	15/11/2006	'Business for next meeting' added as an item on PSC agendas.	Cathy Roberts
PS43 Reference to Operations Committee	That the Committee receives and notes the 2005/06 Statement of Accounts with the Audit Commission Report on them and recommends them for the consideration of the Operations Committee with the following observations from the Performance Select Committee.		100%	15/11/2006	Item has been added to the agenda for Operations Committee.	Cathy Roberts
PS45 Review of risk management embedding.	That the Risk Management Steering Group carry out a review to ensure sufficient progress is being made with embedding risk management at the Council. This is to include a self assessment against the key lines of enquiry in the use of resources assessment and what actions are required to move beyond the self assessment result.		100%	15/11/2006	The Risk Management Steering Group have met and agreed to adopt the action and will be doing so at their next meeting on 16 January 2007.	Simon Martin

