







Committee Actions - Performance Select Committee
27 September 2007



Action Code & Title	Description	Status Icon	Progress	Due Date	Latest Status Update	Assigned To
07-PS80c Review of PIs	All performance indicators be reviewed in line with the new Corporate and Divisional Plans		50%	#####	Sep 07 A review of Local Performance Indicators is being initiated by the Performance Improvement Officer.	Alaine Clarke Head of Partnerships and Performance
07-PS4 UConnect	Arrangements to be made for the Members of PSC to visit UConnect		50%	#####	Sep 07 The Head of Community Engagement is organising a visit for interested Members.	Richard Auty Head of Community Engagement
07-PS6 Annual Audit and Inspection Plan	That the Audit Commission be asked to provide further details of its fee scale including total days allocated to each activity and suggestions for reduction of this.		100%	#####	Sep 07 At PSC on 2 August the Chairman of the Committee read the response from the Audit Commission to the Committee's request for information. It was noted that 120 days were listed and the Chairman commented that there would be a need to benchmark against the fees paid by other authorities	Tracy Turner Director for Communities
07-PS10 Annual Internal Audit Report and Opinion	That audits on insurance and sundry debtors be submitted to the next meeting of PSC in August and that a report on the creditors audit be submitted to the September meeting.		100%	#####	Sep 07 Audits on insurance and sundry debtors was presented to PSC on 2 August. Reports were noted. Action for progress on interim management arrangements will be submitted on 27 September, along with the creditors audit.	Phil O'Dell Director of Resources
07-PS16i Educational visits to Museum	That the reduction in educational visits to the Museum be referred to the Museum Task Group to investigate.		100%	#####	Sep 07 This action has been referred to the Museum Task Group.	Richard Auty Head of Community Engagement
07-PS16ii Staff shortage in Revs and Bens	That the matter of staff shortage in Revs and Bens be examined in the next quarterly performance report.		0%	#####	Sep 07 This will be picked up in the Quarter 2 performance management report which will be presented to PSC on 6 November.	Alaine Clarke Head of Partnerships and Performance and Simon Martin Head of Corporate Support and Revenue
07-PS17 Dunmow Library scoping paper	That a Dunmow Library scoping paper be prepared by the Director for Communities for consideration at the November meeting, together with costs of a "Citizen's Kiosk".		0%	#####	Sep 07 A scoping paper will be presented to PSC on 6 November.	Tracy Turner Director for Communities

07-PS20 Understanding of risk management monitored in appraisals	That senior managers have a full understanding of risk management and this be monitored in appraisals		0%	#####	Sep 07 A report was to be presented to SMB on risk management matters on 11 September, of which this was an item. This briefing was postponed and is awaiting to be rescheduled.	Sheila Bronson Acting Audit Manager
07-PS22 Internal Audit - Insurance	That an update be submitted to the next meeting including progress on interim management.		0%	#####	Sep 07 A verbal update will be provided to PSC on 27 September.	Phil O'Dell Director of Resources
07-PS15 Financial health indicators	That financial health indicators to be prepared for the September meeting.		0%	#####	Sep 07 Financial health indicators are being prepared by the Director of Resources.	Phil O'Dell Director of Resources

Key:  action assigned	 action completed	 action overdue
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