

## **THE MORAY COUNCIL**

### **MINUTE OF MEETING OF THE AUDIT AND PERFORMANCE REVIEW COMMITTEE**

**WEDNESDAY 23 JUNE 2010**

**COUNCIL OFFICE, ELGIN**

#### **PRESENT**

Councillors G. McDonald, G. Coull, J. Hogg, B. Jarvis, J. MacKay, P. Paul, D. Ross, M. Shand, J. Sharp, R. Shepherd and G McIntyre (ex officio)

#### **APOLOGIES**

Apologies for absence were intimated on behalf of Councillor I. Young

#### **ALSO PRESENT**

Councillors J. Russell (Chairman of Economic Development & Infrastructure Services Committee) and A. Wright (Chairman of Policy & Resources Committee).

#### **IN ATTENDANCE**

Chief Executive (Items 1 – 6), Chief Legal Officer, Chief Financial Officer (Items 7 -12), Director of Environmental Services, Acting Head of Educational Support Services, Head of Educational Development Services, Corporate Policy Unit Manager, Senior Engineer Traffic (Item 4), Team Leader (Internal Audit) and the Principal Committee Services Officer as Clerk to the meeting.

### **1. DECLARATION OF GROUP DECISIONS**

In terms of Standing Order 20 and the Councillor's Code of Conduct the meeting noted that there were no declarations from Group Leaders or spokespersons in regard to any prior decisions taken on how members will vote on any item on the agenda.

### **2. WRITTEN QUESTIONS**

The Committee noted that there were no written questions submitted.

### **3. SINGLE OUTCOME AGREEMENT – QUARTER 4 MONITORING STATEMENTS**

There was submitted a report by the Chief Executive asking the Committee to consider progress against completion of Key Actions for which the underlying milestones were due to have been completed in quarter 4 that address Single

## Outcome Agreement Local and National Outcomes.

During discussion on the report an issue was raised about Partners within the Community Planning Partnership issuing strategies without consulting with other Partners on the Community Planning Board and relevant Theme Groups to gain their input prior to issuing the final document. This was not in accordance with the aims of community planning. In response the Chief Executive advised that this is an issue which has been drawn to the attention of the Community Planning Partners. It was agreed that this issue be formally raised by the Chief Executive on behalf of the Council with each of the Fire, Health and Police Boards respectively.

Following further discussion another issue was raised about a lack of commitment shown by Partner organisations evidenced by the withdrawal of funding by Partners without consultation with other Partners which affects the delivery of the Single Outcome Agreement (SOA). It was agreed that this issue be raised by the Chief Executive with the Community Planning Board at its next meeting.

The lack of information within the report showing what financial contributions are being made by Partner organisations was also raised. In response the Chief Executive advised that this too could be raised at the Community Planning Board. There was relatively little central funding as most of the projects and initiatives which support the SOA are funded by the individual partners. Until now what has been monitored is whether the outcomes have been achieved and not the level of resources applied to each of them.

The meeting therefore agreed:-

- (i) to note performance against completion of Key Actions for which the underlying milestones were due to have been completed in quarter 4, that address Single Outcome Agreement Local and National Outcomes;
- (ii) that the Chief Executive write to each of the Fire, Health and Police Boards advising them of the issue raised by this Committee about the need to share information such as strategies in order to obtain input from Partners prior to finalising such documents and publishing them as an agreed strategy;
- (iii) that the Chief Executive raise with Community Planning Board at its next meeting the issue raised by this Committee about the commitment by Partners to the SOA in view of the withdrawal of funding without consultation and the affect on outcomes of the SOA; and
- (iv) that the Chief Executive raise with the Community Planning Board the request from this Committee that in future reports information be included about the financial contributions by partners towards achievement of outcomes in the SOA.

#### **4. MORAY ROAD SAFETY PLAN 2008-2010**

With reference to para 19 of Minute of this Committee dated 28 April 2010, in terms of the Committee's role in scrutinising progress made against strategies that link to the Single Outcome Agreement there was submitted a report by the Director of Environmental Services providing information on the Moray Road Safety Plan 2008-10.

During discussion clarification was sought as to how community groups in Moray could access information held by North East Safety Camera Partnership (NESCAMP). In response the Senior Engineer (Traffic) advised that he would contact NESCAMP and ask them to make more readily available details of how community groups can access the information held by them.

Thereafter the Committee agreed:-

- (I) to note the performance to date of the targets laid down in the Moray Road Safety Plan 2008-10, and
- (II) that NESCAMP would be asked to make more readily available to community groups details of information held by them:
- (III) and that possibility of linking the NESCAMP website with the Council's website be investigated

#### **5. INTEGRATED SERVICE PLAN FOR CHILDREN & YOUNG PEOPLE 2009-10**

Under reference to para 19 of Minute of this Committee dated 28 April 2010 there was submitted a report by the Directors of Community Services and Educational Services respectively providing information on the progress of the Integrated Children's Services Plan.

During discussion attention was drawn to the lack of data available in a number of areas in the report. In response the Acting Head of Educational Resources Services advised that this was due in part to the withdrawal of resources by Partner Agencies who were collecting the information and in part to a change in how the data is collected by Partner Agencies.

Following further discussion clarification was sought about the information provided by NHS Grampian in relation to the percentage of pregnant women who had stopped smoking during pregnancy and whether it was considered that such a low figure merited the collection of this information. In response the Acting Head of Educational Resources Services advised that he would take this back to the NHS and seek confirmation in this regard.

Members also drew attention to a lack of clarity with the data provided within the report which in some instances referred to a percentage and in others referred to a number with no baseline figures provided which would allow

proper comparisons to be made. It was agreed that in future reports baseline figures be included to allow for comparisons to be made.

In acknowledging the references within to youth work initiatives in schools etc Councillor Paul asked whether the Moray Youth Work Teams had had any involvement in the initiatives. In response the Acting Head of Educational Resources Services advised that whilst they were not directly involved, the work they undertook within schools was very highly regarded in terms of the arts and Duke of Edinburgh awards. It was agreed that a report on the work undertaken by the Youth Work Teams in Moray be submitted to a future meeting of this Committee.

Thereafter the Committee agreed:-

- (i) to note the implementation and outcomes of the 2009/10 Integrated Children's Services Plan;
- (ii) that the confirmation of the information provided by the NHS Grampian in relation to the percentage of pregnant women who stopped smoking during pregnancy;
- (iii) that in future reports where percentages are quoted, the baseline numbers be included and where figures only are quoted the baseline figure also be included in order that proper comparisons can be made, and
- (iv) that a report be submitted to the next meeting of this Committee on the youth work being undertaken by the Youth Teams in Moray, including how many children are involved and information on the benefits of the various projects etc.

## **6. MORAY LEADER PROGRAMME 2007-13**

With reference to para 19 of this Committee dated 28 April 2010 there was submitted a report by the Director of Environmental Services providing information on the Moray LEADER programme including a review of the first year of operation.

During discussion, questions were raised about the lack of information in the report on how funding had been allocated and the criteria used for funding. It was agreed that a further report providing this information be submitted by the Director to the next meeting of this Committee.

## **7. GOVERNANCE**

Under reference to paragraph 18 of the Minute of the Meeting of this Committee dated 3 June 2009 there was submitted an interim report by the Chief Legal Officer informing Committee on progress since the subject was reported to this Committee in June 2009.

Following scrutiny in terms of adequacy, consistency and sufficiency, of the processes and assurance framework supporting corporate governance of The Moray Council, during which the Chief legal Officer responded to Members' questions, the Committee agreed to:-

- (i) note progress since 2009 and that the development of governance and scrutiny across the Council remains a priority; and
- (ii) to add governance of community planning to the programme of activity for the next year; and
- (iii) to note there would be a further report to this Committee on the subject of governance to take account of the most recent Chartered Institute of Public Finance and Accountancy (CIPFA) briefing paper on governance.

## **8. HOUSING INSPECTION – IMPROVEMENT PLAN PROGRESS**

Under reference to paragraph 16 of the Minute of the Communities Committee dated 19 May 2009, there was submitted a report by the Director of Community Services providing a progress report on the Improvement plan agreed by Communities Committee in January 2009 in response to the Scottish Housing Regulator's inspection of the Council's housing services in 2008.

Following consideration the Committee noted the progress on the improvement plan agreed by the Communities Committee in January 2009 and that a further progress report will be presented to this Committee in January 2011.

## **9. LOCAL GOVERNMENT NATIONAL REPORT – NATIONAL FRAUD INITIATIVE IN SCOTLAND**

There was submitted and agreed a report by the Chief Executive advising Committee of the Audit Scotland National report on the National Fraud Initiative in Scotland.

## **10. INTERNAL AUDIT ANNUAL REPORT – 2009/10**

There was submitted and noted a report by the Chief Financial Officer providing Members with a summary overview of the work of Internal Audit during 2009/10 and seeking approval of the Internal Audit Annual Report for the year ended 31 March 2010.

## **11. STATEMENT OF OUTSTANDING BUSINESS**

There was submitted a report by the Chief Executive asking Committee to consider progress and timescales in relation to follow up reports and actions requested by this Committee at previous meetings.

Following consideration the Council noted the progress and timescales in relation to follow-up reports and actions requested by this Committee and that reports in relation to tackling inequalities and Moray 2020 will be submitted to its meeting in September.

## **12. QUESTION TIME**

In response to question raised by Councillor Ross which referred to a decision taken by the Children and Young People's Services Committee at its meeting on 9 June 2010 to undertake a statutory consultation to close Cabrach Primary School, and the subsequent letter issued by the Head of Educational Resource Services informing Members of the notification received of a new family moving into the Cabrach School catchment area and their indication that they would wish to enrol 2 of their children at the School, the Chairman on the advice of the Chief Legal Officer ruled that as a matter of procedure as this was the first available opportunity for Councillor Ross to draw this to the attention of Members, Officers would be given the opportunity to consider the information in more detail in order to determine if there has been a material change in circumstances which could affect the decision taken at that Committee and if so would merit a report coming back to Full Council on 7 July 2010 in order that the matter can be considered at that time.

## **13. PROGRAMME OF SCRUTINY FOR THE MEETING OF THIS COMMITTEE ON SEPTEMBER 2010**

In terms of this committee's role in scrutinising progress against priority areas within the "Moray Performs" Agenda, the Chairman advised that the Committee would wish a report on the Performance Management Framework submitted to its next meeting on 1st September 2010. This was unanimously agreed.

Similarly in its scrutiny role on progress made against strategies that link to the Single Outcome Agreement, the Committee would wish that reports on The Carbon Management Plan and The Safer Communities Strategy also be submitted to its next meeting on 1st September. This too was unanimously agreed.

Furthermore, in regard to this committee's role in scrutinising key activities and outcomes, it would wish that the undernoted reports be submitted to its next meeting on 1<sup>st</sup> September 2010. This was also unanimously agreed.

- (i) The Moray Learning Disability Strategy 2007-2010;
- (ii) Procurement;
- (iii) Moray LEADER Programme, and
- (iv) Youth work

and that reports should provide the following information namely;

- (a) a brief introduction/background;
- (b) define any objectives;
- (c) state associated timescales; and
- (d) present the progress made towards the objective and where available, provide evidence to support the impact or outcomes.