
SCRUTINY WORK PROGRAMME 2017-2019

Briefing Note by Chief Executive

AUDIT AND SCRUTINY COMMITTEE

26 October 2017

1 INTRODUCTION

1.1 At its meeting on 28 June 2017, members of Audit and Scrutiny suggested the following areas for review:

- Health and Social Care Integration Joint Board (proposed by Cllr H Scott)
- IT within Scottish Borders Council (proposed by Cllr H Scott)
- Waste Disposal Plant at Easter Langlee (proposed by Cllr H Scott)
- Examining Risk within the Council's capital projects (proposed by Cllr H Scott)
- Community Access to Schools (proposed by Cllr S Bell)
- Provision of Janitorial Services in Schools (proposed by Cllr S Bell)
- Provision of Services by SB Cares (proposed by Cllr H Anderson)
- Provision of Services by Live Borders (proposed by Cllr H Anderson)
- Contract Management (proposed by Cllr H Anderson)
- Following the Public Pound (proposed by Cllr H Anderson)
- Cost of delivery of services per person across the Scottish Borders (proposed by Cllr E Thornton-Nicol)
- Performance criteria and outcomes e.g. Common Good Fund grants (proposed by Cllr E Thornton-Nicol)

1.2 Since that meeting, another two review topics have been received:

- Business World – ERP (proposed by Cllr S Hamilton)
- Procurement process (proposed by Cllrs S Hamilton and G Turnbull)

1.3 In keeping with the remit of the Committee, members need to focus on their strategic role, so it would not be appropriate for reviews to look at the detailed implementation of individual projects, which is an operational matter, but it would be appropriate for reviews to scrutinise delivery against a plan, or benefit realisation against a target. An example would be that of risk – it is fine to scrutinise risk policy process and management but not individual risk registers for projects.

- 1.4 In terms of the proposed review topics, Officers have considered these and the following is suggested:
- (a) Health and Social Care Integration Joint Board – Lead Officer: Rob McCulloch-Graham
Proposed outcome – greater understanding of how the Integration Joint Board is delivering the Health and Social Care Strategic Plan to improve the lives of Borderers
 - (b) IT within Scottish Borders Council - Lead Officer: David Robertson, Chief Financial Officer
Proposed outcome – confirm the deliverables set out in the ICT programme are in place to deliver the business transformation programme and other business objectives of the Council
 - (c) Waste Disposal Plant at Easter Langlee – suggest this is the subject of a separate information briefing for all Members as part of the Members Development Programme
 - (d) Managing Risk within Major Capital Projects – suggest this is the subject of a separate information briefing for all Members as part of the Members Development Programme
 - (e) Community Access to Schools – Lead Officer: Martin Joyce, Service Director Assets & Infrastructure
Proposed outcome – ensure community groups and the public are aware of and able to make full use of available infrastructure in schools for learning, leisure and sport
 - (f) Provision of Janitorial and Cleaning Services – suggest this is the subject of a separate information briefing for all Members as part of the Members Development Programme
 - (g) Provision of Services by SB Cares – Lead Officer: Philip Barr, MD, SB Cares
Proposed outcome – ensure progress against SB Cares business plans/outcomes.
 - (h) Provision of Services by Live Borders – suggest this is the subject of a separate information briefing for all Members as part of the Members Development Programme
 - (i) Contract Management – suggest this is the subject of a separate information briefing for all Members on how officers manage the performance in contracts across the Council as part of the Members Development Programme. This is also linked to the work of the new Major Contracts Governance Group.
 - (j) Following the Public Pound – Lead Officer: Jenni Craig, Service Director Customer & Communities
Proposed outcome – suitable process/reviews are in place to ensure public money is being spent correctly by third parties grant funded by the Council

- (k) Performance criteria and outcomes on Common Good Funds – Lead Officer: Jenni Craig, Service Director Customer & Communities and David Robertson, Chief Financial Officer
Proposed outcome – Common Good Funds grants are managed in a sustainable way for future generations
 - (l) Business World/ERP - this would be incorporated into (b)
 - (m) Procurement process – suggest this is the subject of a separate information briefing for all Members as part of the Members Development Programme
- 1.5 With regard to the proposed review on “Cost of delivery of services per person across the Council”, it is difficult to allocate costs exactly and also to make worthwhile comparisons with other Councils as each Council calculates their costs in different ways. Comparisons with other Councils can be made using the Local Government Benchmarking Framework data <http://www.improvementservice.org.uk/benchmarking/tool.html> so it is proposed that this review is not taken forward.
- 1.6 There are also 2 follow up reports due from previous Scrutiny reviews –
- Home Schooling (agreed at Scrutiny Committee meeting 16/2/17 to review on annual basis) – update report due Feb 2018
 - Review of 2D and 3G artificial pitch provision in the Scottish Borders (considered at Scrutiny Committee meeting 16/2/17) – update report due June 2018

2 PROPOSED REVIEWS

- 2.1 Members are asked to expand on their proposals, highlighting how - by reviewing these areas – this will:
- monitor the performance of the Authority towards achieving its policy objectives and priorities in relation to functions of the Council;
 - review the effectiveness of the Council’s work against agreed standards, targets and budgets for the levels of services provided; and
 - act as a focus for value for money and service quality exercises.
- 2.2 Members should then consider which of these topics or others, as well as the 2 follow up reports referred to in paragraph 1.6, should go forward for recommendation to Council as part of a future Scrutiny work programme. While it would be normal practice to submit an annual work programme to Council, it is proposed that due to the timing of the proposals, the work programme takes place over 18 months. Any other areas submitted for review in that period will be considered by Audit and Scrutiny Committee and approval sought from Council for inclusion in the work programme if appropriate.