

**Audit Committee****18 August 2015****Audit Scotland Shetland Islands Council Local Scrutiny Plan 2015/16****IA-15-15-F****Executive Manager Finance / Executive
Manager – Audit, Risk & Improvement****Corporate Services****1.0 Summary**

- 1.1 The purpose of this report is to enable the Audit Committee to consider the Local Scrutiny Plan 2015/16 for Shetland Islands Council.
- 1.2 The plan, which is received from Audit Scotland, is based on a shared risk assessment undertaken by a Local Area Network (LAN) comprising representatives of all the scrutiny bodies who engage with the Council.

2.0 Decision Required

- 2.1 The Audit Committee is not required to make any decisions from this report. Audit Scotland, the Council and Pension Fund's auditors, requested that the Local Scrutiny Plan for 2015/16 be submitted to the Audit Committee for noting.

3.0 Detail

- 3.1 The Local Scrutiny Plan sets out the planned scrutiny activity in Shetland Islands Council in 2015/16.
- 3.2 Audit Scotland have confirmed that the plan concludes that "no scrutiny risks have been identified which require specific scrutiny by the LAN in the coming year, however there are a number of areas where the LAN will carry out ongoing oversight and monitoring".
- 3.3 These areas are described within the report, and pertain to:
 - Risk Management,
 - Departure of Section 95 Officer
 - Medium Term Financial Plan / Financial Management
 - Asset Management / Anderson High School

- Education and Children's services
- 3.4 Undernoted is the link to the Audit Scotland website where our plan is published alongside those of the other Scottish Local authorities.
- <http://www.audit-scotland.gov.uk/work/scrutiny/aip.php>
- 3.5 A representative from Audit Scotland will be in attendance to provide further background or answer questions.

4.0 Implications

Strategic

- 4.1 Delivery On Corporate Priorities – The audit process plays a key role in helping the Council to maintain good governance, accountability and provides assurance around financial stewardship.
- 4.2 Community /Stakeholder Issues – None.
- 4.3 Policy And/Or Delegated Authority – The Audit Committee has terms of reference to be consulted on the External Audit strategy and plan, review reports from the Council's External Advisors and review action on External Audit recommendations
- 4.4 Risk Management – The Local Scrutiny Plan is prepared from Audit Scotland's analysis of risks facing the Council. Their audit work is focused on identifying and assessing the key challenges and risks to the Council, and reporting these so that action can be taken to minimise future risk.
- 4.5 Equalities, Health And Human Rights – None.
- 4.6 Environmental – None.

Resources

- 4.7 Financial – None
- 4.8 Legal – None
- 4.9 Human Resources – None.
- 4.10 Assets And Property – None.

5.0 Conclusions

- 5.1 The Local Scrutiny Plan provides valuable information on the audit work which will be undertaken during 2015/16.

For further information please contact:
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Appendix A – Shetland Islands Council – Local Scrutiny Plan 2015/16

END

Shetland Islands Council

Local Scrutiny Plan 2015/16



March 2015

Shetland Islands Council

Local Scrutiny Plan 2015/16

Introduction

1. This local scrutiny plan sets out the planned scrutiny activity in Shetland Islands Council during 2015/16. The plan is based on a shared risk assessment undertaken by a local area network (LAN), comprising representatives of all the scrutiny bodies who engage with the council. The shared risk assessment process draws on a range of evidence with the aim of determining any scrutiny activity required and focusing this in the most proportionate way.
2. This plan does not identify or address all risks in the council. It covers only those risk areas where the LAN has identified that scrutiny is required, or which is planned as part of a national programme. Planned scrutiny activity across all councils in Scotland informs the National Scrutiny Plan for 2015/16, which is available on the Audit Scotland website.

Scrutiny risks

3. The conclusion of this year's shared risk assessment is that no scrutiny risks have been identified which require specific scrutiny by the LAN in the coming year, however there are a number of areas where the LAN will carry out ongoing oversight and monitoring. This is a similar position to that in the previous 2014-17 Assurance and Improvement Plan (AIP) issued in May 2014. Scrutiny activity undertaken in the last 12 months was part of planned national activity. A number of reports have been issued on this work.
4. The LAN has identified risks within the area of risk management. Audit Scotland has noted that a corporate risk register is now in place and work is ongoing to ensure risk registers are up to date. In July 2014 the Executive Manager – Audit, Risk and Improvement became the council's lead officer for risk management. However, further work is required to develop and improve risk management arrangements to ensure that this is fully embedded across the council and that it forms an integral part of performance and improvement. Such arrangements should include the effective monitoring and managing of strategic and operational risks. Scott-Moncrieff was commissioned to review the council's risk management arrangements and their report (published in December 2014) identified that *'The existing risk management arrangements of Shetland Islands Council have grown organically over a number of years. However, there is widespread non-compliance with these throughout the organisation.'* As a result, the LAN has concluded that ongoing oversight and monitoring is required to assess whether risk management arrangements are progressing well and will work effectively in the coming year.
5. The LAN has also identified a risk in relation to the departure in December 2014 of the Section 95 officer. This is a key position within the Council for ensuring that effective financial

planning and management arrangements are in place. The Section 95 officer also has an obligation to ensure that the Council's financial statements are prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom. The Council has reached an agreement with Aberdeen City Council to jointly share the Head of Finance at Aberdeen City Council who will carry overall responsibility for the proper administration of both Councils' finances. The LAN, through the local audit, will monitor the impact of this on Shetland Islands Council's ability to manage its resources, deliver the 2014/15 budget and deliver the Council's Medium Term Financial Plan (MTFP).

6. In relation to leadership and governance, the LAN expressed the view that elected members must work together with officers in ensuring that savings plans inherent in the MTFP are delivered effectively. Members may of course arrive at their own views on particular policy areas. However they should also be focussed on ensuring that agreed plans are adhered to and/or that the resource implications of amending plans are fully considered. Decisions not to proceed with savings initiatives need to be matched with agreed alternative proposals in order to maintain the integrity of the MTFP. The LAN is of the view that ongoing oversight and monitoring is required in this area.
7. The LAN has identified specific risks within the area of use of resources. Asset management has been an area of challenge for the Council, particularly with the requirement to replace its major educational asset, the Anderson High School. This represents a very significant funding and management challenge for the Council, as it represents a very high proportion of its planned capital resourcing and capacity. The Council has a five year asset investment plan 2014-19 totalling £94.9 million, of which £59.3 million is being funded by the Council. The main development planned for the period to 2017 is the new High School, referred to above, which is expected to cost £43 million, £28 million of which is being contributed by the Scottish Government. The Council intend to borrow externally to fund this project. As this is such a substantial development for Shetland, the LAN has assessed asset management as an area for which ongoing oversight and monitoring is required, and this will be undertaken through the local audit.
8. Financial management has been a considerable challenge for the Council over a number of years. In particular the Council's financial commitments had for some time entailed a continuing draw upon its reserves, which would not have been sustainable in the longer term. However, in recent years the Council has focussed on achieving a sustainable financial position. The Council's MTFP sets out how the Council plans to reduce the draw on reserves over the next few years so that, from 2017/18, a minimum reserve balance of £150 million is maintained, with future draws on reserves being funded by investment returns. The Council still faces the difficulties of achieving its challenging savings targets and although there has been improvement in the Council's planning and focus in this area, the LAN has assessed financial management as requiring ongoing oversight and monitoring, and this will be undertaken through the local audit.
9. As a result of recent schools rationalisation consultations, Education Scotland has not carried out secondary school inspections at the Council for the past two years. As a consequence, the LAN has also assessed education and children's services as requiring ongoing oversight

and monitoring. Officers from Education Scotland will continue to monitor this area by on-going engagement with the Council through the Area Lead Officer.

10. The LAN has assessed that the areas of performance management and improvement, social care services and housing and homelessness services require no additional scrutiny beyond statutory/ongoing work. The Care Inspectorate carried out a planned inspection of adult and children's services in the period December 2014 to March 2015 which will be reported later in 2015.

Planned scrutiny activity

11. As shown in Appendix 1, the Council will be subject to a range of risk-based and nationally driven scrutiny activity during 2015/16. For some of their scrutiny activity in 2015/16, scrutiny bodies are still to determine their work programmes which specific council areas they will cover. Where a council is to be involved, the relevant scrutiny body will confirm this with the council and the appropriate LAN lead.
12. Audit Scotland has three planned performance audits covering local government during 2015/16. It will be working jointly with the Care Inspectorate looking at social care and jointly with both the Care Inspectorate and Health Improvement Scotland (HIS) on a Health and Social care integration position statement. It will also carry out a follow-up audit on roads maintenance. Any engagement with councils is still to be determined. Publication of these reports is scheduled for between October 2015 and February 2016.
13. The Care Inspectorate and HMICS will carry out a joint thematic review of multi-agency public protection arrangements (MAPPA) in Scotland during 2015. This forms part of a wider programme of national inspection, and is not a result of the LAN shared risk assessment. The purpose of the review will be to assess the state, efficiency and effectiveness of the MAPPA in Scotland, in terms of keeping people safe and reducing the potential risk of serious harm by registered sex offenders in our communities. It will cover all 32 local authorities and involve local authorities, Police Scotland, NHS Boards and the Scottish Prison Service. Fieldwork is scheduled to take place in Shetland Islands in late June 2015.
14. Education Scotland will be working in partnership with councils to carry out validated self-evaluations (VSE) of educational psychology services across all councils over a two-year period beginning in 2015/16. Education Scotland will notify councils of its VSE plans each academic term.
15. Education Scotland will also review of the quality of Careers Information Advice and Guidance services delivered by Skills Development Scotland across all council areas over the next three years. The review in the Shetland Islands Council will take place in June 2015.
16. The Scottish Housing Regulator (SHR) has a planned programme of thematic inquiries into housing services which will be carried out largely in the first quarter of 2015/16, with publication of inquiry reports in the first and second quarters of the year. The thematic inquiries will cover a range of housing services including: Gypsy/Travellers; factoring services; gas safety; complaints handling; customer service standards; repairs; rent consultation;

equalities; and openness and accessibility. Some of the thematic inquiries will not involve any on-site work at all and no local authority will be selected for on-site work in more than one thematic. The SHR will contact individual landlords with details about their potential inclusion.

17. During the first and second quarters of the year, the SHR will review the Charter data submitted by social landlords in May 2015 and identify topics for a further programme of thematic inquiries to be taken forward in the second and third quarters of the year.
18. In relation to housing and homelessness the SHR will continue to monitor the Council's approach to managing its housing assets, including the achievement of SHQS standards and the Council's performance in the delivery of its homeless services.
19. In addition to specific work shown in Appendix 1, routine, scheduled audit and inspection work will take place through the annual audit process and the ongoing inspection of school and care establishments by Education Scotland and the Care Inspectorate respectively. Audit Scotland will carry out a programme of [performance audits](#) during 2014/15 and individual audit and inspection agencies will continue to monitor developments in key areas of Council activity and will provide support and challenge as appropriate. This will help to inform future assessment of scrutiny risk.

March 2015

Appendix 1: Scrutiny plan

Scrutiny body	Scrutiny activity	Date
Audit Scotland	There are currently three local government related performance audits in Audit Scotland's proposed programme: roads maintenance follow-up; social care; and health and social care integration. Details for these audits are still to be developed together with which councils will be involved.	Publication in second half of 2015
Care Inspectorate and HMICS	HMICS and the Care Inspectorate will undertake a review of the multi-agency public protection arrangements (MAPPA) in Scotland.	June 2015
Education Scotland	Education Scotland will be working in partnership with councils to carry out VSE of educational psychology services across all councils over a two-year period beginning in 2015/16.	Date over next two years to be determined.
	Review of the quality of Careers Information Advice and Guidance services delivered by Skills Development Scotland across all Council areas over the next three years.	June 2015
Her Majesty's Inspectorate of Constabulary (HMICS)	HMICS will be inspecting local policing across Scotland over the next three years. This will examine, amongst other things, local scrutiny and engagement between Police Scotland and Councils. Two local Policing Divisions are programmed to be inspected in addition to Edinburgh Division in 2015/16. The Divisions will be identified approximately three months prior to inspection, the first being no earlier than October.	Date over next three years to be determined.
Her Majesty's Fire Service Inspectorate (HMFSI)	HMFSI will be inspecting local fire and rescue services across Scotland over the next five years. These inspections will examine, amongst other things, local scrutiny and engagement between the Scottish Fire and Rescue Service and councils. As part of its programme, HMFSI will inspect four local fire and rescue services during 2015/16. Shetlands Islands is not included in the programme this year.	Dates to be determined.
Scottish Housing Regulator (SHR)	The SHR will carry out a number of thematic inquiries in 2015/16. If a council is to be involved in a thematic inquiry the SHR will confirm this with the council and the appropriate LAN lead.	Specific thematic inquiries and councils to be determined.

**Audit Committee****18 August 2015****Audit Scotland and other External Audit Reports****Report No: IA-17-15-F****Report from: Executive Manager – Audit, Risk
and Improvement****Corporate Services****1.0 Summary**

- 1.1 This regular report provides an opportunity for the Audit Committee to consider and monitor progress on any recommended actions resulting from Audit Scotland and External Audit body reports which have been or will be presented to the functional Committees. It also provides an opportunity for the Committee to monitor compliance with the external audit reporting procedures.

2.0 Decision Required

- 2.1 That the Audit Committee:
- 2.1.1 considers the progress statements provided by Lead Officers in Appendix 1, and makes any relevant comment on planned actions; and
 - 2.1.2 notes that some reports have not been presented to the relevant Committees within the timescale required by the procedures, and makes comment or instructs accordingly.

3.0 Background

- 3.1 On 20 August 2014, the Council adopted a new policy and procedure to monitor actions resulting from external Auditor's/Advisers reports (Min ref 61/14).
- 3.2 The key points of the new policy are:
- All Audit Scotland and other External Adviser's reports should be presented to the relevant committee within 2 cycles of publication.
 - It is expected that each report will require an action plan to be prepared.
 - The Audit Committee will consider the agreed action plan once it has been agreed with the relevant Service committee.

- The Lead Officer would confirm when all agreed actions were implemented and completed
 - Reports will be presented to the Audit Committee to monitor progress against action plans.
- 3.3 Appendix 1 contains a list of the reports produced since the adoption of the new procedure/policy in August 2014. The progress statement is the latest statement received from Lead Officers.
- 3.4 The Audit Committee is required to monitor the consideration of external audit reports by Committees in accordance with the agreed procedure and by reviewing progress against action plans. In this regard, the Committee should note that in some instances the expected presentation of reports to the relevant Committee within 2 cycles of publication has not been met, as follows:
- EA0017 Accounts Commission – An overview of local government in Scotland 2015: published on 5 March 2015 and due to be presented to Policy & Resources Committee on 22 June 2015 but not yet reported.
 - EA0026 Audit Scotland - Scotland's Colleges 2015: published on 2 April 2015 and due to be presented to Development Committee on 15th June 2015 but not yet reported.
 - EA0028 Audit Scotland – An update on developing financial reporting: due to be presented to Policy & Resources Committee on 22 June 2015 but not yet reported.
 - EA0032 Care Inspectorate -Walter & Joan Gray (Support Service): published on 7 April 2015 and due to be presented to Social Services Committee on 30th July 2015 but not yet reported.
- 3.5 The Audit Committee should review progress and comments made in the appendix by the Lead Officers and comment or instruct accordingly.

4.0 Implications

Strategic

- 4.1 Delivery On Corporate Priorities – Improved external engagement and sharing best practice are both elements of the Council's Improvement Plan.
- 4.2 Community /Stakeholder Issues – NONE
- 4.3 Policy And/Or Delegated Authority – As outlined in Section 2.6 of the Council's Scheme of Administration and Delegations, the remit includes *"...review reports from the Council's External Advisors and review action on External Audit recommendations"*.

- 4.4 Risk Management - Failure to deliver effective external engagement and learn from best practice elsewhere increases the risk of the Council working inefficiently.
- 4.5 Equalities, Health And Human Rights – NONE
- 4.6 Environmental - NONE

Resources

- 4.7 Financial – No direct implications
- 4.8 Legal – No direct implications
- 4.9 Human Resources - No direct implications
- 4.10 Assets And Property – No direct implications

5.0 Conclusions

- 5.1 The reports produced by the Council's External Auditors and Advisers provide valuable information for Committees and officers throughout the Council.
- 5.2 It is for the Audit Committee to be satisfied that appropriate and timely action is being taken in relation to Audit Scotland and other external audit reports.

For further information please contact:

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August 2015

List of Appendices

Appendix 1 – List of External Auditors/Advisers Reports

END

Audit Committee - External Adviser's Reports - Progress

Generated on: 07 August 2015

Rows are sorted by Original Due Date

Code & Title	Lead Officer	Committee	Published	Target Presentation Date	Presented to Committee on	Progress Statement	Notes
EA0001 Accounts Commission - West Lothian Community Planning Partnership	Vaila Simpson	Policy & Resources Committee	23-Oct-2014	05-Mar-2015		An Audit Report was presented to the Shetland Partnership Board in March 2015. As the initial report related to the partnership not the Council, no further report is required to go to Council. Since then the SPB has undertaken improvement planning work with the Improvement Service. A Development Plan, which will incorporate audit recommendations, will be presented to the next SPB meeting in September. All approved actions will then be implemented.	Link to Committee report: http://www.shetland.gov.uk/coins/submissiondocuments.asp?submissionid=17285 Link to report: www.audit-scotland.gov.uk/docs/central/2014/nr_141023_west_lothian_cpp.pdf
EA0004 Accounts Commission - Orkney Community Planning Partnership	Vaila Simpson	Policy & Resources Committee	06-Nov-2014	05-Mar-2015		An Audit Report was presented to the Shetland Partnership Board in March 2015. As the initial report related to the partnership not the Council, no further report is required to go to Council. Since then the SPB has undertaken improvement planning work with the Improvement Service. A Development Plan, which will incorporate audit recommendations, will be presented to the next SPB meeting in September. All approved actions will then be implemented.	Link to Committee report: http://www.shetland.gov.uk/coins/submissiondocuments.asp?submissionid=17285 Link to report: www.audit-scotland.gov.uk/docs/central/2014/nr_141106_orkney_cpp.pdf
EA0008 Accounts Commission - Community planning: Turning ambition into action	Vaila Simpson	Policy & Resources Committee	27-Nov-2014	05-Mar-2015		An Audit Report was presented to the Shetland Partnership Board in March 2015. As the initial report related to the partnership not the Council, no further report is required to go to Council. Since then the SPB has undertaken improvement planning work with the Improvement Service. A Development Plan, which will incorporate audit recommendations, will be presented to the next SPB meeting in September. All approved actions will then be implemented.	Link to Committee report: http://www.shetland.gov.uk/coins/submissiondocuments.asp?submissionid=17285 Link to report: http://www.audit-scotland.gov.uk/docs/central/2014/nr_141127_community_planning.pdf

Code & Title	Lead Officer	Committee	Published	Target Presentation Date	Presented to Committee on	Progress Statement	Notes
EA0013 Accounts Commission - South Ayrshire Council - Best Value Audit	Crawford McIntyre	Policy & Resources Committee	18-Dec-2014	09-Mar-2015		No further information will be presented to Committee until South Ayrshire follow up report is provided by Audit Scotland.	Link to Committee report: http://www.shetland.gov.uk/coins/submissiondocuments.asp?submissionid=17262 Link to report: http://www.audit-scotland.gov.uk/docs/best_value/2014/bv2_141218_south_ayrshire_council.pdf
EA0014 Care Inspectorate - Bells Brae Primary School Nursery	Christine Horrix	Education & Families Committee	26-Jan-2015	27-Apr-2015	16-Jun-2015	Report presented to Education & Families Committee on 16th June 2015. Work already overtaken with respect to individual recommendations was reported at the time of presenting the reports, and since the 15 June 2015, there have only been three further school term weeks so there is nothing further to add at this reporting cycle.	Link to Committee report: http://www.shetland.gov.uk/coins/submissiondocuments.asp?submissionid=18095 Link to report: http://www.careinspectorate.com/berengCareservices/html/reports/getPdfBlob.php?id=273927
EA0015 Care Inspectorate - Brae High School Nursery	Christine Horrix	Education & Families Committee	20-Jan-2015	27-Apr-2015	16-Jun-2015	Report presented to Education & Families Committee on 16th June 2015. Work already overtaken with respect to individual recommendations was reported at the time of presenting the reports, and since the 15 June 2015, there have only been three further school term weeks so there is nothing further to add at this reporting cycle.	Link to Committee report: http://www.shetland.gov.uk/coins/submissiondocuments.asp?submissionid=18095 Link to report: http://www.careinspectorate.com/berengCareservices/html/reports/getPdfBlob.php?id=273671
EA0010 Care Inspectorate - Mental Health Community Support Service @ Annsbrae House	David Morgan	Social Services Committee	09-Jan-2015	10-Jun-2015	30-Jul-2015	Report presented to Social Services Committee on 30th July 2015.	Link to report: http://www.careinspectorate.com/berengCareservices/html/reports/getPdfBlob.php?id=273261
EA0018 Accounts Commission - Commonwealth Games 2014: third report	Neil Watt	Education & Families Committee	12-Mar-2015	10-Jun-2015		This report was withdrawn from the agenda of the Education and Families Committee on 16 June 2015 to make available additional time for the discussions on the New Anderson School Project at full Council. Will now go to E&F on 30-09-15.	Link to report: http://www.audit-scotland.gov.uk/docs/central/2015/nr_150312_commonwealth_games_third.pdf

Code & Title	Lead Officer	Committee	Published	Target Presentation Date	Presented to Committee on	Progress Statement	Notes
EA0020 Care Inspectorate - North Haven (Support Services)	Denise Morgan	Social Services Committee	30-Jan-2015	10-Jun-2015	30-Jul-2015	Report presented to Social Services Committee on 30th July 2015.	Link to report: http://www.careinspectorate.com/berengCareservices/html/reports/getPdfBlob.php?id=274267 Link to Committee report: http://www.shetland.gov.uk/councils/submissiondocuments.asp?submissionid=18231
EA0021 Care Inspectorate - Isleshavn (Care Home)	Denise Morgan	Social Services Committee	11-Dec-2015	10-Jun-2015	30-Jul-2015	Report presented to Social Services Committee on 30th July 2015.	Link to Report: http://www.careinspectorate.com/berengCareservices/html/reports/getPdfBlob.php?id=274236 Link to Committee report: http://www.shetland.gov.uk/councils/submissiondocuments.asp?submissionid=18231
EA0022 Care Inspectorate - North Haven (Care Home)	Denise Morgan	Social Services Committee	10-Dec-2014	10-Jun-2015	30-Jul-2015	Report presented to Social Services Committee on 30th July 2015.	Link to report: http://www.careinspectorate.com/berengCareservices/html/reports/getPdfBlob.php?id=274210 Link to Committee report: http://www.shetland.gov.uk/councils/submissiondocuments.asp?submissionid=18231
EA0023 Care Inspectorate - Fernlea, The Wishart Anderson (Support Service)	Denise Morgan	Social Services Committee	11-Mar-2015	10-Jun-2015	30-Jul-2015	Report presented to Social Services Committee on 30th July 2015.	Link to report http://www.careinspectorate.com/berengCareservices/html/reports/getPdfBlob.php?id=274520 Link to Committee report: http://www.shetland.gov.uk/councils/submissiondocuments.asp?submissionid=18231
EA0024 Care Inspectorate - Fernlea, The Wishart Anderson (Care Home)	Denise Morgan	Social Services Committee	11-Mar-2015	10-Jun-2015	30-Jul-2015	Report presented to Social Services Committee on 30th July 2015.	Link to report: http://www.careinspectorate.com/berengCareservices/html/reports/getPdfBlob.php?id=274516 Link to Committee report: http://www.shetland.gov.uk/councils/submissiondocuments.asp?submissionid=18231

Code & Title	Lead Officer	Committee	Published	Target Presentation Date	Presented to Committee on	Progress Statement	Notes
EA0027 Audit Scotland – Borrowing and treasury management in councils	Steve Whyte	Policy & Resources Committee	19-Mar-2015	22-Jun-2015	29-Jun-2015	Report presented to Policy & Resources Committee on 29th June 2015.	Link to report http://www.audit-scotland.gov.uk/docs/local/2015/nr_150319_borrowing_treasury_management.pdf http://www.audit-scotland.gov.uk/work/all_national.php?year=2014 Link to Committee report: http://www.shetland.gov.uk/councils/submissiondocuments.asp?submissionid=18167
EA0028 Audit Scotland – Update on developing financial reporting	Steve Whyte	Policy & Resources Committee	17-Mar-2015	22-Jun-2015		Report under consideration to identify lessons for Shetland from this Audit Scotland report.	Link to report http://www.audit-scotland.gov.uk/docs/central/2015/nr_150317_developing_financial_reporting.pdf http://www.audit-scotland.gov.uk/work/all_national.php?year=2014
EA0035 Care Inspectorate – Newcraigielea Support Service	Clare Scott	Social Services Committee	27-Apr-2015	21-Jul-2015	10-Jun-2015	Presented to Social Services Committee on 10th June 2015.	Link to report:- http://www.careinspectorate.com/index.php?option=com_content&view=article&id=7644&Itemid=489&bereNextPageId=ServiceDetails_action.php&action=displayService&CaseNumber=CS2006130515 Link to Committee report: http://www.shetland.gov.uk/councils/submissiondocuments.asp?submissionid=18231
EA0029 Care Inspectorate – Newcraigielea Care Home Service	Clare Scott	Social Services Committee	20-Apr-2015	30-Jul-2015	10-Jun-2015	Report presented to Social Services Committee on 10th June 2015.	Link to report:- http://www.careinspectorate.com/index.php?option=com_content&view=article&id=7644&Itemid=489&bereNextPageId=ServiceDetails_action.php&action=displayService&CaseNumber=CS2006130511

Code & Title	Lead Officer	Committee	Published	Target Presentation Date	Presented to Committee on	Progress Statement	Notes
EA0034 Care Inspectorate - Montfield Support Services	Denise Morgan	Social Services Committee	27-Apr-2015	30-Jul-2015	30-Jul-2015	Report presented to Social Services Committee on 30th July 2015.	Link to inspectorate report: http://www.careinspectorate.com/index.php?option=com_content&view=article&id=7644&Itemid=489&bereNextPageId=ServiceDetails_action.php&action=displayService&CaseNumber=CS2008184266 Link to Committee report: http://www.shetland.gov.uk/coins/submissiondocuments.asp?submissionId=18231
EA0037 Care Inspectorate - Edward Thomason & Taing Support Services Care Home Service	Denise Morgan	Social Services Committee	12-May-2015	30-Jul-2015	30-Jul-2015	Report presented to Social Services Committee 30th July 2015.	Link to report:- http://www.careinspectorate.com/index.php?option=com_content&view=article&id=7644&Itemid=489&bereNextPageId=ServiceDetails_action.php&action=displayService&CaseNumber=CS2003009594 Link to Committee report: http://www.shetland.gov.uk/coins/submissiondocuments.asp?submissionId=18231
EA0039 Care Inspectorate - North Haven (Support Service)	Denise Morgan	Social Services Committee	06-May-2015	30-Jul-2015		Further inspection carried out on 6th May 2015.	Link to report: http://www.careinspectorate.com/index.php?option=com_content&view=article&id=7644&Itemid=489&bereNextPageId=ReportDataDetails_action.php&action=displayReport&repld=CS2005097982
EA0038 Education Scotland - Skeld Primary School	Audrey Edwards	Education & Families Committee	28-Apr-2015	17-Aug-2015	16-Jun-2015	Report presented to Education & Families Committee on 16th June 2015. This report was a Follow Through report by Education Scotland. Skeld Primary School required a Follow Through report as in their initial Education Scotland report raised concerns about their pre-school provision. These concerns were all addressed, and the Follow Through Report, reported to Education and Families Committee reflected that Education Scotland were now more than happy with the education provision in the school. Nothing further on this report will be presented to Education and Families Committee.	Link to Committee report: http://www.shetland.gov.uk/coins/submissiondocuments.asp?submissionId=18095 Link to report: http://www.educationscotland.gov.uk/Inspectionandreview/reports/school/primsec/SkeldPrimarySchoolShetlandIslands.asp

Code & Title	Lead Officer	Committee	Published	Target Presentation Date	Presented to Committee on	Progress Statement	Notes
EA0040 Care Inspectorate – Wastview Care Home Service	Denise Morgan	Social Services Committee	04-Jun-2015	30-Sep-2015		Report under consideration to identify lessons for Shetland in this Care Inspectorate report.	Link to care inspectorate report:- http://www.careinspectorate.com/index.php?option=com_content&view=article&id=7644&Itemid=489&bereNextPageId=ReportDataDetails_action.php&action=displayReport&repid=CS2005097989
EA0042 Audit Scotland – Best Value Audit – Aberdeen City Council	Crawford McIntyre	Policy & Resources Committee	30-Jul-2015	26-Oct-2015		Report under consideration to identify lessons for Shetland from this Audit Scotland report.	Link to report: http://www.audit-scotland.gov.uk/docs/best_value/2015/bv_150702_aberdeen_city_council.pdf
EA0041 Care Inspectorate – Review of Services for Children and Young People in Shetland	Denise Morgan	Social Services Committee	31-Jul-2015	29-Oct-2015		Report under consideration to identify lessons for Shetland in this Care Inspectorate report.	Link to care inspectorate report: http://www.careinspectorate.com/index.php?option=com_docman&task=cat_view&gid=540&ItemId=100175

**Audit Committee****18 August 2015**

Audit Committee Business Programme – 2015/16	
GL-31-15-F	
Team Leader – Administration	Governance and Law Corporate Services

1.0 Summary

- 1.1 The purpose of this report is to inform the Committee of the planned business to be presented to Committee for the financial year to 31 March 2016 and discuss with Officers any changes or additions required to that programme.

2.0 Decision Required

- 2.1 That the Audit Committee considers its business planned for the financial year to 31 March 2016 and RESOLVES to approve any changes or additions to the Business programme.

3.0 Detail

- 3.1 The Council approved the Council's Meeting Dates and Business Programme 2015/16 at its meeting on 17 December 2014 (Min Ref: 108/14).
- 3.2 It was agreed that the Business Programme would be presented by Committee Services to the Council and each Committee, on a quarterly basis, for discussion and approval.
- 3.3 The manner in which meetings have been scheduled is described below:
- Ordinary meetings have been scheduled, although some have no scheduled business at this stage. Where there is still no scheduled business within 2 weeks of the meeting, the meeting will be cancelled;
 - Special meetings may be called on specific dates for some items – other agenda items can be added, if time permits;

- PPMF = Planning and Performance Management Framework meetings have been called for all Committees and Council once per quarter. These meetings are time restricted, with a specific focus on PPMF only, and therefore no other business will be permitted on those agendas;
 - Budget = Budget setting meetings – other agenda items can be added, if time permits, or if required as part of the budget setting process; and
 - In consultation with the Chair and relevant Members and Officers, and if required according to the circumstances, the time, date, venue and location of any meeting may be changed, or special meetings added.
- 3.4 If approved, the Business Programme for 2015/16 will be presented by Committee Services to the Council and each Committee, on a quarterly basis, for discussion and approval, particularly in relation to the remaining projects and reports which are listed at the end of the business programme page for each Committee, as still to be scheduled.

4.0 Implications

Strategic

- 4.1 Delivery On Corporate Priorities – The recommendation in this report is consistent with the following corporate priorities:

Our Corporate Plan 2013-17

- To be able to provide high quality and cost effective services to people in Shetland, our organisation has to be run properly.
 - Fully align the timetables, time spans and approaches for financial planning relating to the medium term yearly budgeting with Council, directorate and service planning.
- 4.2 Community /Stakeholder Issues – The Business Plan provides the community and other stakeholders with important information, along with the Council's Corporate and Directorate Plans, as to the planned business for the coming year.
- 4.3 Policy And/Or Delegated Authority – Maintaining a Business Programme ensures the effectiveness of the Council's planning and performance management framework. The Business Programme supports each Committees' role, as set out in paragraph 2.3 of the Council's Scheme of Administration and Delegations, in monitoring and reviewing achievements of key outcomes within its functional areas, whilst ensuring best value in the use of resources is met to achieve these outcomes within a performance culture of continuous improvement and customer focus.
- 4.4 Risk Management – The risks associated with setting the Business Programme are around the challenges for officers meeting the timescales required, and any part of the business programme slipping and causing reputational damage to the Council. Equally, not applying the Business Programme would result in decision making being unplanned and haphazard and aligning the Council's Business Programme with the

objectives and actions contained in its corporate plans could mitigate against those risks.

4.5 Equalities, Health And Human Rights – None.

4.6 Environmental – None.

Resources

4.7 Financial – There are no direct financial implications in this report, but indirect costs may be avoided by optimising Member and officer time.

4.8 Legal – None.

4.9 Human Resources – None.

4.10 Assets And Property – None.

5.0 Conclusions

5.1 The presentation of the Business Programme 2015/16 on a quarterly basis provides a focussed approach to the business of the Committee, and allows senior Officers an opportunity to update the Committee on changes and/or additions required to the Business Programme in a planned and measured way.

For further information please contact:

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5 August 2015

List of Appendices

Appendix 1 – Audit Committee Meeting Dates and Business Programme 2015/16

Background documents:

Report GL-20-F: SIC Business Programme and Diary of Meetings 2015/16

<http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=4382>



**Audit Committee - Meeting Dates and Business Programme 2015/16
as at Tuesday, 11 August 2015**

Audit Committee			
			<i>D= Delegated R=Referred</i>
Quarter 1 1 April 2015 to 30 June 2015	Date of Meeting	Business	D/R
	Ordinary 28 April 2015 10 a.m.	Audit Scotland and External Advisers Reports	D
		Internal Audit – Annual Plan 2015/16	D
		Local Government Benchmarking Framework – Corporate and Democratic Core 2013/14	Deferred
	PPMF & Ordinary 26 May 2015 10 a.m.	SIC Review of Internal Controls 2014-15	D
		Pension Fund Review of Internal Controls 2014-15	D
		Local Government Benchmarking Framework – Corporate and Democratic Core 2013/14	D
		Committee Business Programme 2015/16	D
	Ordinary 29 June 2015 10 a.m.	Audit Scotland and External Advisers Reports	D
		Internal Audit – Annual Report 2014/15	D
		Pension Fund Draft Accounts 2014/15	D
		SIC Draft Accounts 2014/15	D
		Zetland Educational Trust Draft Financial Statements 2014/15	D
Quarter 2 1 July 2015 to 30 September 2015	PPMF & Ordinary 18 August 2015 10 a.m.	Audit Scotland SIC Local Scrutiny Plan 2015/16	D
		Audit Scotland and External Advisers Reports	D
		Committee Business Programme 2015/16	D
	Special 22 September 2015 9.30 a.m.	Pension Fund Final Audited Accounts 2014/15 & Report to those Charged with Governance	R SIC 22 Sept
		SIC Final Audited Accounts 2014/15 & Report to those Charged with Governance	R SIC 22 Sept
		Final Audited Zetland Educational Trust Annual Report and Financial Statements to 31 March 2015	R SIC 22 Sept
		Audit Scotland and External Advisers Reports	D
Quarter 3 1 October 2015 to 31 December 2015	Date of Meeting	Business	
	Ordinary 6 October 2015 10 a.m.	TBC	



Audit Committee - Meeting Dates and Business Programme 2015/16 as at Tuesday, 11 August 2015

Audit Committee - <i>Continued</i>			
			<i>D= Delegated R=Referred</i>
Quarter 3 1 October 2015 to 31 December 2015 <i>Continued</i>	<i>PPMF & Ordinary</i> 17 November 2015 10 a.m.	Statutory Performance Indicators 2014/15	D
		Internal Audit – Six Monthly Internal Audit Progress Report	D
		Audit Scotland and External Advisers Reports	D
		Committee Business Programme 2015/16	D
Quarter 4 1 January 2016 to 31 March 2016	Date of Meeting	Business	
	<i>Ordinary</i> 9 February 2016 10 a.m.	TBC	
	<i>PPMF & Ordinary</i> 1 March 2016 10 a.m.	Audit Scotland and External Advisers Reports	D
		Audit Scotland Annual Audit Plan 2015/16 - SIC	D
		Audit Scotland Annual Audit Plan 2015/16 – Pension Fund	D
		Committee Business Programme 2016/17	D

Planned Committee business still to be scheduled as at Tuesday, 11 August 2015

- Sumburgh Airport
- Code of Corporate Governance
- Risk Management Reports
- Public Performance Reporting Report

Audit Committee - END

tbc = to be confirmed

PPMF = Planning and Performance Management Framework meetings – no other business to be added

Budget = Budget setting meetings – other items can be added if time permits

Ordinary = Ordinary meetings – other items can be added

Special = Special meetings arranged for particular item(s) – other items can be added if time permits

END OF BUSINESS PROGRAMME as at Tuesday, 11 August 2015