

audit and inspection 2003/2004

Progress statement February 2004
2003/2004 audit and inspection programme

Bury Metropolitan Borough Council

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Authority **Bury MBC**

Audit and Inspection Activity 2003-04: Progress at 5 February 2004

Council's priorities for improvement	Title or focus of activity	Outline Scope	Proposed timetable for audit, inspection and other activity (if known)		Progress of audit and inspection work at 10 September 2003
Establish a corporate performance management framework that has continuous service improvement at its heart and acts as a driver for improvement.	Evaluate implementation of performance management framework.	Review corporate and departmental implementation of the performance management framework	June 2003	June 2004	Begun by working with Bury officers in 'workshops' to facilitate implementation of performance management framework. Have also reviewed training programme. Further context of work to be determined following the corporate assessment
	Arrangements for carrying out service reviews and measuring improved service outcomes.	Develop arrangements for measuring improvements in service outcomes.	June 2003	June 2004	Work linked to above work programme is being planned to link with Bury's own work.
		Track through a sample of completed Best Value Reviews (e.g. Community Safety) and assess impact of implementation plans.	September 2003	February 2004	Work scoped in October 2003 for community safety and customer access in progress
		Carry out a staged inspection of the Environmental Stewardship service review stages 1 and 2.	Quarter 1 2003	March 2004	First Stages working with Environment officers reported. Further work March 2004
	Scrutiny arrangements	Follow up previous audit work on scrutiny arrangements and carry out a diagnostic review of health scrutiny arrangements	August 2003	March 2004	Good progress thus far. Draft memo delayed until after corporate assessment and then to be updated and issued for discussion and agreement.
Develop project planning and management to support the delivery of service improvement action plans.	Review integrity of priority service action plans	Review action plans being developed to address 'priority framework' Best Value Performance Indicators	June 2003k	October 2003	Plans reviewed alongside PI outturn tests for 2002 2003. Results form part of PI report to this Committee.
Secure effective information and communication technology (ICT) arrangements that support e-government plans and migration from the mainframe computer.	Implementation of an effective ICT strategy.	Carry out a diagnostic review of the arrangements for e-government based on the Audit Commission good practice guidance. .	July 2003	November 2003	Work being drafted for issue following coporate assessment.
	Mainframe migration.	Monitor arrangements for implementing the mainframe migration programme	July 2003	November 2003	Work being drafted for issue following coporate assessment
Develop effective corporate risk management arrangements.	Arrangements for effective risk management	Review implementation of corporate risk management arrangements.	September 2003 October 2003	October 2003 To be agreed	Visited risk management group to begin work. Our input to be scoped as lots of work in progress at Bury. Our work to follow corporate assessment

Audit and Inspection Activity 2003-04: Progress at 17 November 2003					
Council's priorities for improvement	Title or focus of activity	Outline Scope	Proposed timetable for audit, inspection and other activity (if known)		Progress of audit and inspection work at 10 September 2003
Improve customer care provision.	Service inspections	Review impact as part of planned service inspections.	To be agreed		As part of other work, no specific project
Implement policy-led budgeting to link corporate objectives to service and financial planning.	Review implementation of policy-led budgeting.	Review process for implementing policy-led budgeting. .	ongoing		Ongoing discussions
		Review operation of the Service Development and Delivery Plan process	To be agreed		Linked to performance framework
Develop and implement a human resources strategy.	Implementing an HR strategy	Follow up previous audit work in this area.	September 2003		Draft comments issued on draft strategy. Further work possible later
Develop procurement and joint working arrangements	Developing procurement and joint working.	Follow up previous audit work in this area.	To be agreed		Work to be scoped March 2003 following corporate assessment
Other Issues					
Housing repairs and maintenance.	Housing repairs and maintenance service.	Pre ALMO support replaces this work	June 2003	Mar 2004	Work underway by Housing Inspectors. Pre Almo inspection also beginning in March 2004
Learning disabilities service.	Provision of learning disabilities service.	Inspection of learning disabilities service.			Work to be done by SSI
Housing benefits service performance	Housing benefits service	Inspection of housing benefits service.	June 2003	August 2003	Inspection completed by BFI
Housing services.	Service performance.	Mandatory desktop inspection.	To be agreed.		AC requests now that this time is kept for next planning cycle
Environment services	Service performance.	Mandatory desk top inspection	To be agreed.		AC requests now that this time is kept for next planning cycle
Quality of BVPP.	Qualitative aspects of the BVPP.	Mandatory qualitative review.	October 2003.	December 2003	CPA improvement report issued 18 Decembr 2003 and is part of Annual Letter shared with Audit Committee and Councillors in January 2004
Improve cultural services	Cultural Services inspection	Whole Service Inspection cultural services pilot for Audit Commission approach	June 2003	September 2003	Inspection reported October 2003
Statutory work					
Planning and reporting	Audit and inspection planning.	Audit and inspection risk-based planning	Jan 2003	June 2003	Produced to Audit Committee June 2003
Financial aspects of corporate governance	Overall arrangements	Detailed testing and review	Quarter 2 2003	Quarter 1 2004	Work ongoing
	Demand for social services.	Review arrangements for managing demand for social services in line with budget provision.	September 2003	December 2003	Work in progress, Summary to be issued and discussed shortly.

Audit and Inspection Activity 2003-04: Progress at 17 November 2003					
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Other Issues (continued)					
	Housing stock management.	Review progress and outcomes of housing stock options project. Now ALMO progress	Ongoing		Involvement in initial ALMO meetings to identify any issues. Pre ALMO inspection late March 2004
Accounts	Opinion on the statement of accounts.	Carry out audit of statement of accounts.	Quarter 2 2004	Quarter 3 2004	
		Review underpinning core processes	Quarter 2 2003	Quarter 1 2004	Work ongoing
Performance management	Overall arrangements	Detailed testing and review.	Quarter 2 2003	Quarter 4	Ongoing
	Implementing arrangements for improving services for vulnerable older people.	Follow up previous audit work in this area across the agencies involved in delivering the services.	August 2003		Report issued crosscutting with NHS bodies. Copied to November Audit Committee and to be discussed further at February Committee
	Managing and controlling sickness absence	Ascertain underlying causes and patterns of sickness absence and evaluate plans to improve the position.		November 2003	Report discussed at Audit Committee November 2003
	Delivery of PSA targets	Evaluate arrangements for monitoring the delivery of PSA targets.	June 2003	October 2003	Sample tested via PI audit
	Best Value Performance Plan (BVPP).	Carry out the statutory audit of the BVPP	June 2003	December 2003	BVPP opinion work completed and opinion issued december 2003.
		Audit 2002 2003 PI outturn	June 2003	September 2003	PI outturn audit completed and opinion given September 2003. PI Report to this Audit Committee.