

audit and inspection 2003/2004



Progress statement July 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 16 July 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 16 July 2004
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	March 2004 Completed	'Workshops' held with Bury officers to facilitate implementation of performance management framework. Also reviewed training programme.
	Arrangements for carrying out service reviews and measuring improved service outcomes.	Develop arrangements for measuring improvements in service outcomes.	June 2003	October 2004	Work programme is being planned to link with Bury's own work on outputs.
		Track through a sample of completed Best Value Reviews (e.g. Community Safety) and assess impact of implementation plans.	September 2003	February 2004 Completed	Community safety and customer access in progress reviewed
		Carry out a staged inspection of the Environmental Stewardship service review stages 1 and 2.	Quarter 1 2003	March 2004 Completed	First Stages working with Environment officers reported. The future years work on this inspection has been replaced with environmental services
	Scrutiny arrangements	Follow up previous audit work on health scrutiny arrangements and carry out a diagnostic review of scrutiny arrangements	August 2003	August 2004	Good progress thus far. Draft memo was delayed until after corporate assessment appeal and is now to be 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 Completed	Plans reviewed alongside PI outturn tests for 2002 2003. Results formed 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	May 2004 Carry forward	Work being continued into 2004/2005 following corporate assessment.
	Mainframe migration.	Monitor arrangements for implementing the mainframe migration programme	July 2003	May 2004 Carry forward	Work being continued into 2004/2005 following corporate
Develop effective corporate risk management arrangements.	Arrangements for effective risk management	Review implementation of corporate risk management arrangements.	September 2003	August 2004	Visited risk management group to begin work. Our review is in progress at Bury following the corporate assessment

Bury MBC programme 2003 2004

Audit and Inspection Activity 2003/2004: Progress at 16 July 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 16 July 2004
Improve customer care provision.	Service inspections	Review impact as part of planned service inspections.	Ongoing	Ongoing	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 Carry forward	Ongoing discussions
		Review operation of the Service Development and Delivery Plan process	June 2003	March 2004 Completed	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	September 2003 Completed	Comments issued on draft strategy.
Develop procurement and joint working arrangements	Developing procurement and joint working.	Follow up previous audit work in this area.	Not done		IdEA has carried out this work.
Other Issues					
Housing repairs and maintenance.	Housing repairs and maintenance service.	Pre ALMO support replaces this work	June 2003	Mar 2004 Completed	Support work by Housing Inspectors. Pre ALMO inspection coordination in March 2004
Learning disabilities service.	Provision of learning disabilities service.	Inspection of learning disabilities service.		Completed	Work done by SSI
Housing benefits service performance	Housing benefits service	Inspection of housing benefits service.	June 2003	August 2003 Completed	Inspection completed by BFI
Housing services.	Service performance.	Mandatory desktop inspection.	October 2003.	Completed	Used for ALMO support.
Environment services	Service performance.	Mandatory desk top inspection	Ongoing		Use for environmental services inspection
Quality of BVPP.	Qualitative aspects of the BVPP.	Mandatory qualitative review.	October 2003.	December 2003 Completed	CPA improvement report issued 18 December 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 Completed	Inspection reported October 2003
Statutory work					
Planning and reporting	Audit and inspection planning.	Audit and inspection risk-based planning	Jan 2003	June 2003 Completed	Produced to Audit Committee June 2003
Financial aspects of corporate governance	Overall arrangements	Detailed testing and review	Quarter 2 2003	November 2004	Work ongoing until opinion given
	Demand for social services.	Review arrangements for managing demand for social services in line with budget provision.	September 2003	August 2004	Summary issued and to be discussed shortly.

Bury MBC programme 2003/2004

Audit and Inspection Activity 2003/2004: Progress at 16 July 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 16 July 2004
Other Issues (continued)					
	Housing stock management.	Review progress and outcomes of housing stock options project. Now ALMO progress	Ongoing	Ongoing Completed	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	November 2004	Work commenced on preparation. Accounts to this Committee
		Review underpinning core processes	Quarter 2 2003	November 2004	Work ongoing until opinion given
Performance management	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	November 2003 Completed	Report 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.	January 2003	November 2003 Completed	Report discussed at Audit Committee November 2003
	Delivery of PSA targets	Evaluate arrangements for monitoring the delivery of PSA targets.	June 2003	October 2003 Completed	Sample tested via PI audit
	Best Value Performance Plan (BVPP).	Carry out the statutory audit of the BVPP	June 2003	December 2003 Completed	BVPP opinion work completed and opinion issued December 2003.
		Audit 2002 2003 PI outturn	June 2003	September 2003 Completed	PI outturn audit completed and opinion given September 2003. PI Report to this Audit Committee.

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Bury MBC programme 2003/2004: Summary of work ongoing

Audit and Inspection Activity 2003/2004: Work ongoing 16 July 2004		
Work description	Work due by	Comment on progress
Performance Develop arrangements for measuring improvements in service outcomes.	October 2004	Work programme is being planned to link with Bury's own work on outputs
Scrutiny Follow up previous audit work on health scrutiny arrangements and carry out a diagnostic review of scrutiny arrangements	August 2004	Good progress thus far. Draft memo was delayed until after corporate assessment appeal and is now to be issued for discussion and agreement
Risk management Review implementation of corporate risk management arrangements	August 2004	Our review is in progress at Bury following the corporate assessment
Financial aspects of corporate governance: Testing and review	November 2004	Work ongoing until opinion given
Social services finance Review arrangements for managing demand for social services in line with budget provision.	August 2004	Summary issued and to be discussed shortly.
Final accounts opinion Carry out audit of statement of accounts Prepare SAS 610 report.	November 2004	Work commenced on preparation. Accounts to this Committee
Review underpinning accounts core processes	November 2004	Work ongoing until opinion given

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Bury MBC programme 2004/2005: Work in progress

Audit and Inspection Activity 2004/2005: Work in progress 16 July 2004		
Work description	Work due by	Comment on progress
Planning Preparation of audit and inspection programme	September 2004	Plan cannot be completed until results of corporate assessment are known as it affects scope of work following the Audit Commission's guidance. Some work is progressing as known
Inspection Environmental services whole service inspection	October 2004	Bury have completed a whole service self-assessment for environmental services. Planning and transport. Inspection now focused on waste collection management and street scene Inspection team on site in late August 2004
Best value Best Value Performance indicators (BVPis)	6 September 2004	Work begun following receipt of PIs. Good progress so far.
IT Review IT developments and new financial systems	Ongoing	Continuing Involvement in IT developments. Detailed work being scoped.