
To: Audit, Risk & Scrutiny

Board On: 26 August 2019

Report by: Director of Finance & Resources

**Heading: AUDIT, RISK & SCRUTINY BOARD ANNUAL
PROGRAMME - 2019/20**

1 Summary

- 1.1 In terms of the guidelines for its operation, the Audit, Risk & Scrutiny Board prepares an annual programme which may include consideration of routine reports, as well as areas of specific investigation. A lead officer is appointed by the Chief Executive for each investigation.
- 1.2 Each year it has been the practice that members of the Board are asked to suggest topics for investigation and to provide information in relation to why the investigation should be undertaken and the anticipated outcome. A report is thereafter submitted to the Board outlining the suggestions received in order that the Board can agree its annual programme.
- 1.3 This report highlights the issues in terms of the number of reviews the Board can reasonably undertake and updates Members on the progress of the Annual Programme for 2018/19.

2 Recommendations

- 2.1 That as detailed in paragraphs 4.1 and 4.2, reviews of bus deregulation and its effect on transport services in Renfrewshire; maintenance of multi-occupancy accommodation; the effectiveness of Fair Trade; and conversion of grassed areas to parking form the Board's 2019/20 Annual Programme.
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3 Background

- 3.1 The guidelines for the Board's operation suggest that in relation to (a) scrutiny of service delivery and performance and (b) monitoring and reviewing service delivery, performance, policies and practices, the Board may select particular areas for investigation as part of its annual programme, thereafter making recommendations to the Council. In relation to the Council's role in community leadership, the guidelines recognise that this is not clear cut and requires to be considered carefully to ensure that the respective functions and responsibilities of other public bodies are not compromised but that the Board allows the Council to provide a forum for an informed public debate on these issues.
- 3.2 Investigations are generally scheduled to be considered over at least five meetings, but this is dependent upon the availability of witnesses and whether the Board wishes to hear further evidence. The Board previously agreed that, given the level of business before it, there be no more than two investigations on an agenda to allow sufficient consideration to be given to each and to prevent meetings continuing into the afternoon. However, additional meetings can be held if required in terms of the Council's procedural standing orders.
- 3.3 Three of the reviews from the 2017/18 programme were completed during the 2018/19 programme, namely: fly-tipping in the countryside and known fly-tipping spots; housing repairs by Council and outside contractors; and the newly introduced speed limit in Brookfield (A761) and a report on the reserve topic of Japanese Knotweed was submitted to the Board on 25 September 2018.
- 3.4 At the Audit, Risk & Scrutiny Board meeting held on 27 August 2017, it was agreed that the following reviews be included in the 2018/19 programme:
- bus deregulation and its effect on transport services in Renfrewshire;
 - maintenance of multi-occupancy accommodation; and
 - the effectiveness of Fair Trade.
- 3.5 A review on bus deregulation and its effect on transport services in Renfrewshire was originally to be taken forward by Lead Officer Peter McCulloch, Adult Services Manager, Renfrewshire Health & Social Care Partnership as part of the 2017/18 Annual Programme. The initial scoping report was submitted to the Board on 27 August 2018. However, the Lead Officer was seconded to another post and had to withdraw from the review. A new Lead Officer was identified, and the review is now underway as part of the 2018/19 programme.
- 3.6 At the Audit, Risk & Scrutiny Board held on 6 November 2018, it was agreed that the 2018/19 programme also include an investigation of conversion of grassed areas to parking which it was anticipated would commence in August 2019.
- 3.7 An invitation to submit suggestions for areas of investigation for the 2019/20 annual programme was sent to Members in May 2019. No suggestions for the programme were received.

4 Progress of Annual Programme 2018/19

- 4.1 Three of the reviews have just commenced and their scoping reports were considered at the meeting of the Board held on 28 May 2019 namely:
- Bus deregulation and its effect on transport services in Renfrewshire;
 - Maintenance of multi-occupancy accommodation; and
 - The effectiveness of Fair Trade.
- 4.2 These reviews together with the review of the conversion of grassed areas to parking review form the Board's 2019/20 Annual Programme, unless members wish to consider other areas for review.

Implications of the Report

1. **Financial** – none
2. **HR & Organisational Development** – none
3. **Community Planning** – none
4. **Legal** – none
5. **Property/Assets** – none
6. **Information Technology** – none

7. Equality & Human Rights

(a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety** – none
9. **Procurement** – none
10. **Risk** – none
11. **Privacy Impact** – none
12. **Cosla Policy Position** – not applicable
13. **Climate Risk** - none