



Report to the Partnership for Urban South Hampshire Joint Committee

Date: **24 November 2009**

Report of: **Jon Pittam, Treasurer and Julian Lomas, PUSH Interim
Managing Director**

Subject: **PUSH Improvement Plan**

SUMMARY

At the meeting in September 2009 the Joint Committee received a report from the District Auditor on the Statement of Accounts 2008-09. The report included conclusions on how effective PUSH had been in achieving Value For Money, and set out a number of recommendations for improving performance. This report sets out the proposed Improvement Plan to achieve these objectives, and attaches the final Annual Audit Letter issued by the District Auditor.

RECOMMENDATION

This Committee is recommended to:-

- (a) APPROVE the Improvement Action Plan, attached as Appendix 1; and
- (b) NOTE the Annual Audit Letter attached as [Appendix 2](#).

INTRODUCTION

1. At the meeting of the Joint Committee in September 2009, the District Auditor presented her report on the PUSH Statement of Accounts for 2008-09. Included in the report was an evaluation of the effectiveness of PUSH in achieving Value For Money. The report concluded that the Joint Committee had adequate arrangements to secure economy, efficiency and effectiveness in the use of resources and identified areas for improvement. This report sets out the actions that are proposed to achieve the improvements required as Appendix 1.
2. Further to issuing the Annual Governance Report, the District Auditor is required to issue her Annual Audit Letter to the Committee before 31 December 2009. This is attached as Appendix 2.

ACTIONS FOR IMPROVEMENT

3. Attached at Appendix 1 of this report is the Action Plan submitted by the District Auditor, setting the specific improvement actions identified in the VFM section of the Annual Governance Report, adopted by the Joint Committee in September 2009. Each action has an identified person responsible for implementing the improvement, together with a date by which it should be done, and comments on how this will be done.

CONCLUSION

4. This Committee is recommended to:
 - (a) APPROVE the Improvement Plan, attached as Appendix 1.
 - (b) NOTE the Annual Audit Letter attached as Appendix 2.

Background Papers:

- PUSH Joint Committee 29 September 2009 – Item 6 - Annual Governance Report

Enquiries:

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Action Plan

Page no.	Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Agreed	Comments	Date
KLOE 1.2 (understanding costs and achieving efficiencies)						
	R1 More formal evaluation of VFM of capital projects on completion.	3	1. Treasurer 2. PUSH MD	Yes	1. Incorporate into revision of Finance Protocol to be approved by Joint Committee in November 2009. 2. Undertake review of completed Projects	1. Nov. JC 2. 31 March 2010 - on all completed projects
	R2 Review effectiveness of new performance management arrangements.	2	PUSH MD	Yes	1. Appoint new Programme and Information Manager to add capacity to performance management. 2. Review arrangements in the light of the revised PUSH Economic Development Strategy and Business Plan scheduled to be adopted in March 2010	31 March 2010
	R3 More integrated financial and performance reporting to support assessment of VFM.	2	1. PUSH MD 2. PUSH MD/ Treasurer	Yes	1. Integrate timetable 2. Consider incorporating performance information into	31 March 2010

Page no.	Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Agreed	Comments	Date
					finance reports	
KLOE 1.3 (financial reporting)						
	R4 Ensuring that information about PUSH, including its accounts (when published) is accessible to people whose first language is not English.	1	PUSH MD	Yes	Incorporate appropriate level of access on PUSH website	31 March 2010
KLOE 2.3 (good governance)						
	R5 Ensure that the Joint Committee is satisfied that consultation on behalf of PUSH is effective and that council partners are involving BME and vulnerable groups in this consultation.	3	PUSH MD	Yes	Review PUSH communications strategy, and report to Joint Committee on the outcomes of the review and recommend any changes if appropriate	31 March 2010
	R6 Consider procurement practice by other partnerships	2	PUSH MD/ Treasurer	Yes	PUSH MD looking to liaise with other partnerships on framework and other procurement practice. Treasurer to support outcomes by reviewing internal processes and establishing any framework agreements	31 March 2010
	R7 Make complaints and whistle-	3	PUSH MD	Yes	Ensure policies and process is on	31 March

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	blowing policy and procedures accessible to the public and staff through PUSH's website.				PUSH website (based on Southampton City Council practice)	2010
KLOE 2.4 (risk management and internal control)						
	R8 Ensuring that there is regular reporting on risk management to the Joint Committee.	3	PUSH MD	Yes	Incorporate risk management reporting into half yearly performance and programme monitoring reports to Joint Committee setting risk management approach and any actions taken.	31 March 2010
	R9 Make clear PUSH's arrangements for preventing and dealing with fraud and corruption in the partnership's financial protocols.	2	Treasurer	Yes	Incorporate into revision of Finance Protocol to be approved by Joint Committee in November 2009	Nov JC