

WEST DUNBARTONSHIRE COUNCIL

Draft Report by Chief Executive

Audit & Performance Review Committee:

20 September 2006

Subject: Monitoring Scottish Executive Statutory Returns

1. Purpose

- 1.1** The purpose of this report is to inform Members of the results of monitoring Scottish Executive statutory returns for the period 1 April 2005 to 31 March 2006.

2. Background

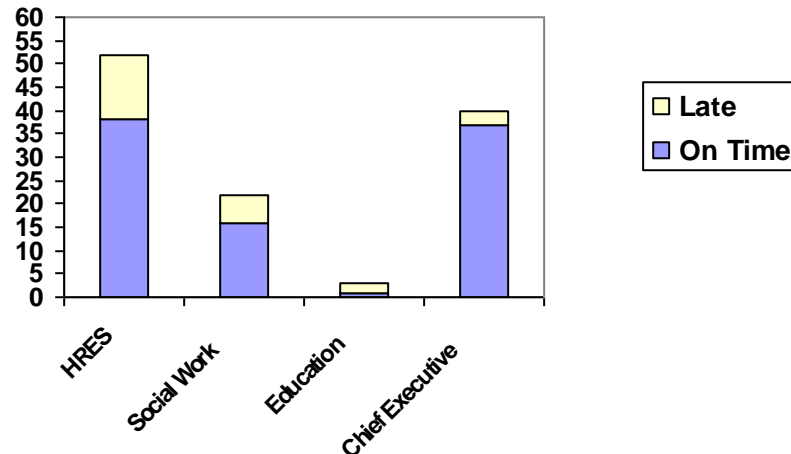
- 2.1** Local authorities are obliged under Section 199 of the Local Government (Scotland) Act 1973 to provide certain information to the Scottish Executive. Much of this information takes the form of regular statistical returns.
- 2.2** At the Executive meeting of 13 December 2000 it was agreed to report the Scottish Executive Statutory Returns annually, at the end of each financial year.

3. Main Issues

Results of Monitoring Scottish Executive Statutory Returns 1 April 2005 to 31 March 2006

- 3.1** Of the 117 returns requested by the Scottish Executive relating to the financial year 1 April 2005 and 31 March 2006, 79% (92) were returned by the due dates with 21% (25) returned late. There has been a steady improvement in the performance over the last 3 years as 75% were returned by the due date in 2004/05 and only 67% were returned on time in 2003/04.
- 3.2** Figure 1 on the following page examines this in more detail, looking at the responses of individual services.

Figure 1 **Status of Scottish Executive Statutory Returns by Service/Department**
1 April 2005 – 31 March 2006



- 3.3** Table 1 examines the 'returned to Scottish Executive late' category in more detail comparing it with 2004/05 returns which are detailed in brackets. It highlights that 15 (60%) of the 25 returns submitted late were forwarded within 4 weeks or less.
- 3.4** There were 10 returns submitted more than 4 weeks after the due date.
- 3.5** The return submitted more than 4 weeks late from the Chief Executive's was due to long term sickness of key personnel.
- 3.6** Social Work Services submitted 3 out of 22 returns more than 4 weeks late. One of the late returns was due to a key member of the strategy team being on sick leave when the forms were distributed by the Scottish Executive which resulted in the initial delay in processing the return. The first of the other two, which are quarterly returns, was delayed due to financial and statistical not being available until the end of the first quarter and changes in personnel. This had a knock on effect on the submission of quarterly return due at the end of the second monitoring period.
- 3.7** Housing, Regeneration and Environmental Services submitted 6 out of 52 returns more than 4 weeks late. Five of the 6 were submitted late due to key personnel leaving the council. The sixth late return is monitored and returned by Building Services and the delay was due to priority being given to the introduction of the Building (Scotland) Act 2003.

**Table 1: 'Returned To Scottish Executive Late' by Service
1 April 2005 – 31 March 2006**

Service	1 week or less	2 weeks or less	4 weeks or less	> 4 weeks	Total No. Returned Late	Total No. Returned on Time
HR&ES	3		5	6	14 (14)	38 (42)
Social Work		3		3	6 (8)	16 (3)
Education	1	1			2 (0)	1 (3)
Chief Executive	1		1	1	3 (5)	37 (34)
TOTALS	5 (2)	4 (12)	6 (7)	10 (6)	25 (27)	92 (82)

3.8 For more information Members are invited to contact the service co-ordinators. Names and contact details can be found in Appendix 1.

4. Personnel Issues

4.1 None

5. Financial Implication

5.1 None

6. Conclusions

6.1 The monitoring framework in place should continue to contribute to the improvement in performance which has been demonstrated over the last 3 years.

7. Recommendation

7.1 Members are invited to consider and comment on the results of this monitoring exercise.

Tim Huntingford
Chief Executive

Appendix 1:	Contacts for Scottish Executive Returns 2005/06
Person to contact:	May Simpson Policy Assistant – Performance Review Policy Unit, Garshake may.simpson@west-dunbarton.gov.uk Ext 7242
Background Papers:	None
Ward Effected:	All

Appendix 1

Contacts for Scottish Executive Returns 2005/06

Total Number of returns 117

Name	Services Area	Tel	No of Returns
Gillian Jump	Chief Executives - Finance	7194	30
Vincent Gardiner	Chief Executives - Finance	7192	6
Linda McAlister	Chief Executives - Personnel	7523	4
Susan Munro	Education	7310	3
Moir Swanson	Social Work	6124	22
Steve Marshall	DES	7041	3
Jeff Stobo	Housing	7580	49