



Report to Cabinet

Subject: CPA Self-Assessment and Update

Date: 5 June 2008

Author: Head of Strategy and Performance

1. Purpose of the Report

- To seek Cabinet endorsement for the CPA Self-Assessment attached at Appendix A.
- To update Cabinet with progress towards the CPA on site week 14-18 July 2008.

2. Background

Members will be aware that the CPA Corporate Assessment is fast approaching.

To inform the Audit Commission's assessment, the Council is required to submit a self-assessment, setting out honestly how it thinks it has progressed.

Gedling BC's self-assessment needs to be submitted to the Audit Commission by 6 June 2008.

3. Progress

3.1 – Self-Assessment

A copy of the draft self-assessment is attached at **Appendix A**.

The self-assessment has to relate closely to the Key Lines of Enquiry (KLoEs) against which the Audit Commission will assess the Council's progress. It is

therefore, by necessity, a fairly technical document – its target audience is Audit Commission inspectors.

In drafting the self-assessment, we have also had regard to and learned from those self-assessments produced by other authorities that have successfully applied for recategorisation and secured “excellent” status.

The draft was circulated to all members on 23 May, with a request to members to pass any comments to me by 4 June. I will report any amendments suggested by members to the meeting verbally, recommending whether any changes should be made to the self-assessment as a result.

The maximum suggested length of the self-assessment is 20 A4 pages (excluding any introductions, covers, footnotes etc). Audit Commission staff have indicated there is some room for flexibility around this but it would clearly not be appropriate to significantly exceed that length.

I also aim to make arrangements to improve the design of the final version prior to its submission, subject to time being available, and will bring along any worked example to this meeting.

The Audit Commission also requires all supporting evidence to be submitted with the self-assessment, including a range of specified supporting documents. These are largely reflected in the footnotes to the self-assessment document.

3.2 – Other Issues

Officers had an introductory meeting with the Audit Commission’s lead inspector in May. This meeting largely covered administrative and organisational issues, including some key dates relating to the inspection process. Of particular note is that the Commission’s final report will be published on 11 November.

Part of the inspection process involves taking the inspectors on a tour of the Borough, during which the Council has the opportunity to illustrate its achievements in a less formal format than within the confines of the self-assessment. That tour is scheduled to take place on 9 July – it would be appropriate for a senior member (ideally the Leader of the Council) to take part.

Details of the tour are currently being considered and I will update members verbally on our plans so far at this meeting. The tour is likely to include “stops” at key locations where there will be an opportunity for inspectors to meet with residents and employees who have benefited from and contributed to these key achievements.

To support the tour, officers will produce a “tour guide”, which will include Case Studies of the sites, facilities and activities to be visited on the tour. Experience of

other councils suggests that this can add significant value, in particular bringing achievements to life and demonstrating the impact they have made.

Consideration is also being given to briefing members and officers likely to be involved directly in the assessment process on the key issues involved. Briefing sessions have been scheduled to take place in late June/early July – these will include a presentation setting out the Council's "story", which will include key points from the self-assessment. We will also be working with Cllr Carol Pepper to ensure that members, in particular those who will be meeting with the inspectors, are appropriately briefed and supported.

4. Resource Implications

Costs of the corporate assessment can be accommodated from within existing agreed resources for audit and inspection activity.

There are no further specific resource implications arising from this report.

5. Recommendation

Cabinet is **recommended** to endorse the CPA self-assessment, as amended by members' comments to be reported verbally at this meeting if appropriate.