

## Appendix:

### Southampton City Council Assurance and Inspection Framework (29<sup>th</sup> January 2007)

Service Area	Name of Inspector or Assurance Provider	Outline Scope of Reviews	Frequency of Reviews	Anticipated Date of Next Review
City Catering	Hotel and Catering International Management Association	"Hospitality Assured" Award	Annually	January 2007
City Development and Economy		Charter Mark for Tourism		
City Development and Economy	Appointed auditors	EU funding		
Finance	HMRC	VAT	Annually	August 2007
Fleet Transport	Health and Safety Executive	Following a driving related incident	Responsive	Unknown
Fleet Transport	Vehicle Services Operating Agency (VOSA)	Operator Licence compliance	Ad hoc	Unknown
Fleet Transport	Vehicle Services Operating Agency (VOSA)	MOT Station Inspection	Annually	November 2007
Fleet Transport	Vehicle Services Operating Agency (VOSA)	O Licence Vehicles - Fleet Inspection	Random	Unknown
Fleet Transport	Zurich Insurance	Lifting Equipment Inspections	6 months – annually	April 2007
Food Safety / Port Health / Trading Standards	Food Standards Agency	Food enforcement service, including import control	FSA audit - ad hoc Hampshire / IoW FAC IAA 5 year cycle	ad hoc
Health and community care	Commission for Social Care Inspection	Registerable services (i.e. home care and residential care services)	Ad hoc inspection and annual reporting	No formal notice

Highways and Parking	Health and Safety Executive	Accident reporting and quality of investigation reports	Ad hoc	
Highways and Parking	Independent inspector	New Roads and Streetworks Act accreditation	5 yearly	
Highways and Parking	Secretary of State	Traffic Management Act (network management issues)	Responsive	
Highways and Parking	SGS Ltd	Parking Services (parking control and enforcement, maintenance of CCTV and parking control equipment.) ISO9001:2000 QMS standard	Annually	August 2007
Human Resources	Criminal Records Bureau	Compliance with statute in relation to record keeping	Ad hoc	Last review 18 months ago – anticipate within next year
Learning Services	DfES - Govt SEN Strategy	Removing barriers to achievement	Annually	Spring 2007
Learning Services	National Healthy Schools Team	Local Healthy Schools programme	Annually	April 2007
Learning Services	Ofsted	Adult Community Learning	Every 4 years	2009/2010
Learning Services	Ofsted	All schools monitored regularly	Ongoing	
Learning Services	Ofsted	All pre-schools and childcare settings	Ongoing	
Learning Services	Regional DfES Advisers	SSI Teams		
Learning Services	Regional DfES Advisers	SEN Team		
Mental Health	Department of Health	Self-assessment, financial and service mapping	Annual	Current
Pest Control	Auditors appointed by the Chief EHO group for Hants	Review against criteria for quality matrix	Ad hoc	None planned

	and IOW			
Pollution and Safety	Hampshire and IOW Environmental Control Advisory Committee representatives	Pollution Control	3 yearly	September 2007
Pollution and Safety	Hampshire and IOW Health and Safety Advisory Group representatives	Health and Safety Enforcement function	5 yearly	2008
Pollution and Safety	Health and Safety Laboratory	Asbestos quality control	Quarterly (Oct / Jan / April / July)	April 2007
Port Health		Quality system audit	6 monthly review	April 2007
Port Health	DEFRA	DEFRA inspection of BIP operation	6 Months	February 2007
Port Health	Food and Veterinary Office	EC inspection of BIP operation	2-3 years	6/8 week notice provided
Property Services	NISBIT Planning Supervisors and Safety Advisors	Health and Safety File (CDM Regs)	Annually	February 2007
QEST	British Computer Society	Accredit ECDL status	Annually	End 2007
QEST	Capita Children's Services	Accredit SIMS support	Every 2 years	End 2008
QEST	NAACE	Accredit training and processes	Every 2 years	Mid 2008
Registration	General Register Office - HM Inspectorate	General review of all services provided	18 monthly	February 2008
Strategic Development	DfES - External auditor	Processes of student finance application	Random	
Trading Standards	TSSE	General review of Trading Standards Services	3 yearly	March 2009

Transactions	Benefits Fraud Inspectorate	Benefit enablers, performance and procedures	5-year review	June 2007
Transport	Department for Transport	LTP and Annual Progress Report	Ad hoc	
Waste Management	Environment Agency	Waste collection, carriage and disposal	Random	Unknown
Waste Management	Environment Agency	Compliance with Waste Transfer Station Licence	Monthly	February 2007
Waste Management	Health and Safety Executive	Compliance to Health and Safety rules and regulations	Random	Unknown (possibly 2007)