

AUDIT & PERFORMANCE REVIEW COMMITTEE

At a Meeting of the Audit & Performance Review Committee held in Meeting Room 3, Council Offices, Garshake Road, Dumbarton on Wednesday, 13 May 2009 at 10.00 a.m.

Present: Councillors George Black, Jim Brown, Jonathan McColl, Craig McLaughlin, John Millar and Martin Rooney and Mr John Corcoran, Representative, Business Community and Selina Ross, Representative, Voluntary Sector.

Attending: David McMillan, Chief Executive; Joyce White, Executive Director of Corporate Services; David Connell, Head of Finance and ICT; Liz Cochrane, Head of Service, Policy & Performance; Lorraine Coyne, Manager of Audit; Colin McDougall, Section Head, Internal Audit; Jim Leitch, Internal Auditor; Patricia Stevenson, Internal Auditor and Craig Stewart, Committee Officer, Legal, Administrative and Regulatory Services.

Apologies: Apologies for absence were submitted on behalf of Mr Francis McNeill, Representative, Community Councils and Mr Hugh O'Donnell, Representative, Tenants and Residents Groups.

Councillor Martin Rooney in the Chair

DECLARATIONS OF INTEREST

It was noted that there were no declarations of interest in any of the items of business on the agenda.

MINUTES OF PREVIOUS MEETING

The Minutes of Special Meeting of the Audit & Performance Review Committee held on 25 March 2009 were submitted and approved as a correct record.

Having heard the Chair it was noted that a Special Meeting of the Committee would be held on Wednesday, 10 June 2009 at 8.30 a.m. to consider 2 reports, namely KPMG Internal Audit Report 2008/09 and KPMG ICT Controls Audit.

**INTERNAL AUDIT ACTION PLANS TO 31 MARCH 2009 AND REVIEW OF
PROGRESS IN ACTIONING RECOMMENDATIONS CONTAINED WITHIN
INTERNAL AUDIT AND EXTERNAL AUDIT REPORTS**

A report was submitted by the Chief Executive:-

- (a) presenting the Internal Audit Section system action plans issued to the directorates from 1 February to 31 March 2009; and
- (b) advising of the progress being made in actioning recommendations contained within key Internal Audit and External Audit reports which management have committed to implementing.

After discussion and having heard the Manager of Audit and the Chief Executive in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) that this report would, in future, be submitted to every second meeting of the Audit & Performance Review Committee;
- (2) that a report would be submitted to the next Ordinary Meeting of the Committee, providing further information in relation to the non-introduction of a bar coding system which had been purchased by the Council four years ago at a cost of £23,000, referred to in Systems Review Action Plan – Stores (S.005.09) of the report; and
- (3) that the report, referred to at (2) above, should also include a review of the issue of stocktaking in general to ensure that adequate controls and safeguards were in place to protect the Council's interests.

INTERNAL AUDIT PLAN 2009/10

A report was submitted by the Chief Executive advising of the planned programme of work for the Internal Audit Section for the year 2009/10.

After discussion and having heard the Manager of Audit in elaboration and in answer to Members' questions, the Committee agreed to note the report.

ACTIVITY ON WHISTLEBLOWING HOTLINE TO 31 MARCH 2009

A report was submitted by the Chief Executive advising of the level of activity on the whistleblowing hotline.

After discussion and having heard the Manager of Audit in further explanation and in answer to Members' questions, the Committee agreed to note the report.

CENTRE 81 - WHITECROOK

A report was submitted by the Chief Executive:-

- (a) highlighting the outcomes of a review undertaken by the Council's Internal Auditors in relation to Centre 81 in Whitecrock, Clydebank; and
- (b) suggesting an ongoing approach which the Committee may wish to recommend to Council.

After discussion and having heard the Head of Service, Policy & Performance and relevant officers in elaboration and in answer to Members' questions, the Committee agreed to make the following recommendations to Council:-

- (1) that West Dunbartonshire Council welcomes the position which has been taken by Clydebank Housing Association (CHA) to keep the Centre running for the next 4 years under the terms of the European award, and notes that it looks forward to working with the Association in developing a reprogrammed approach;
- (2) that there may be a need for some form of independent advice and support for CHA in this new role and it may be that the Council could support CHA in accessing the most appropriate type of advice;
- (3) that, while the Council does not accept any direct financial responsibility, CHA should be invited to enter direct discussions with the Council regarding the Council's involvement; and
- (4) that relevant officers continue to examine opportunities for service delivery from Centre 81.

ABSENCE MANAGEMENT

A report was submitted by the Executive Director of Corporate Services outlining the measures being taken by the Council to deal more effectively with absence and to put in place local target setting arrangements to improve performance and efficiency.

After discussion and having heard the Executive Director of Corporate Services in elaboration and in answer to Members' questions, the Committee agreed:-

- (1) to note the actions being taken by management to ensure the effective and consistent management of absence throughout the Council; and
- (2) to commend the officers involved for their hard work and commitment in delivering the change that was necessary to deal with this issue.

The meeting closed at 11.10 a.m.