

WEST DUNBARTONSHIRE COUNCIL

Council Offices, Garshake Road, Dumbarton, G82 3PU

2 March 2011

**MEETING: AUDIT & PERFORMANCE REVIEW
 COMMITTEE**

**WEDNESDAY, 16 MARCH 2011
MEETING ROOM 3
COUNCIL OFFICES
GARSHAKE ROAD
DUMBARTON**

Dear Member,

Please attend a meeting of the **Audit & Performance Review Committee** to be held in Meeting Room 3, Council Offices, Garshake Road, Dumbarton on **Wednesday, 16 March 2011 at 10.00 a.m.**

The business is as shown on the enclosed agenda.

Yours faithfully

DAVID McMILLAN

Chief Executive

Distribution:

Councillor M Rooney (Chair)
Councillor G Black
Councillor J Brown
Councillor G Calvert
Councillor J McColl
Councillor C McLaughlin
Councillor J Millar
Mr F. McNeil

All other Councillors for information

Chief Executive
All Executive Directors

For information on the above agenda please contact Craig Stewart, Committee Officer, Legal, Administrative & Regulatory Services, Council Offices, Garshake Road, Dumbarton, G82 3PU. Tel: (01389) 737251.
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AUDIT & PERFORMANCE REVIEW COMMITTEE

WEDNESDAY, 16 MARCH 2011

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

Members are invited to declare if they have an interest in any of the items of business on this agenda and the reasons for such declarations.

3. MINUTES OF PREVIOUS MEETING

Submit for approval as a correct record, Minutes of Meeting of the Audit & Performance Review Committee held on 12 January 2011.

4. AUDIT PLAN OVERVIEW 2010/11

Submit report by the Executive Director of Corporate Services presenting KPMG LLP's Audit Plan Overview 2010/11.

5. SICKNESS ABSENCE REPORTING – QUARTER 3 (2010/11)

Submit report by the Executive Director of Corporate Services advising on the levels of employee sickness absence for the third Quarter 2010/11 (October, November and December 2010).

6. INTERNAL AUDIT ACTION PLANS ISSUED DURING THE PERIOD FROM 15 DECEMBER 2010 TO 14 FEBRUARY 2011

Submit report by the Chief Executive presenting the Internal Audit Section action plans issued to directorates during the period from 15 December to 14 February 2011.

7. INTERNAL AUDIT PROGRESS REPORT TO 31 DECEMBER 2010

Submit report by the Chief Executive advising of the work undertaken by the Internal Audit Section against the Audit Plan 2010/11.

8. ACTIVITY ON WHISTLEBLOWING HOTLINE TO 31 DECEMBER 2010

Submit report by the Chief Executive advising on the level of activity on the whistleblowing hotline.

9. KEY CORPORATE PERFORMANCE INDICATORS FOR QUARTER 3: 2010/11

Submit report by the Chief Executive reviewing the performance of the Key Corporate Performance Indicators for 2010/11, Quarter 3.

10. PROGRESS OF ACTION PLANS FOR THE REVENUE BUDGET PROPOSALS

Submit report by the Chief Executive presenting an update in relation to the action plans drawn up from the Revenue Budgets proposals agreed by Council in February 2008, February 2009, January 2010 and an initial presentation to Committee on the Revenue Budgets proposals agreed by Council in February 2011.

11. KEY CORPORATE PERFORMANCE INDICATORS FOR 2011/12

Submit report by the Chief Executive presenting proposals for changes to Key Corporate Performance Indicators for 2011/12.

12. STATUTORY PERFORMANCE INDICATORS – 2009/10: BENCHMARKING

Submit report by the Chief Executive presenting analysis on the benchmarking of the 2009/10 Statutory Performance Indicators (SPIs) following the publication of Audit Scotland's comparative data.