

WEST DUNBARTONSHIRE COUNCIL

Council Offices, Garshake Road, Dumbarton, G82 3PU

5 March 2009

**MEETING: AUDIT & PERFORMANCE REVIEW
COMMITTEE**

**WEDNESDAY, 11 MARCH 2009
COUNCIL CHAMBERS
CLYDEBANK TOWN HALL
DUMBARTON ROAD
CLYDEBANK**

Dear Member,

Please attend a meeting of the **Audit & Performance Review Committee** to be held in the Council Chambers, Clydebank Town Hall, Dumbarton Road, Clydebank on **Wednesday, 11 March 2009** 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 M Bootland
Councillor J Brown
Councillor G Calvert
Councillor J McColl
Councillor C McLaughlin
Councillor J Millar
Mr J. Corcoran
Mr F. McNeil
Mr H. O'Donnell
Ms S. Ross

All other Councillors for information

Chief Executive
Executive Director of Corporate Services
Executive Director of Educational Services
Executive Director of Social Work & Health
Executive Director of Housing, Environmental and Economic Development

AUDIT & PERFORMANCE REVIEW COMMITTEE

WEDNESDAY, 11 MARCH 2009

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

Members are invited to declare if they have an interest in any of the items of business appearing on this agenda.

3. MINUTES OF PREVIOUS MEETING

Submit, for approval as a correct record, Minutes of Meeting of the Audit & Performance Review Committee held on 14 January 2009.

4. AUDIT PLAN OVERVIEW 2008/09

Submit report by the Executive Director of Corporate Services presenting, for information, KPMG LLP's Audit Plan Overview 2008/09.

5. INSPECTION OF HOUSING BENEFIT SERVICE

Submit report by the Executive Director of Corporate Services providing an update on the inspection of the Council's housing benefit service carried out by Audit Scotland in December 2008.

6. SICKNESS ABSENCE REPORTING

Submit report by the Executive Director of Corporate Services advising on the current position and the proposed actions in relation to absence management within West Dunbartonshire Council and reporting on the levels of employee sickness absence over the following periods:-

- (a) 1 July 2008 to 30 September 2008 (Quarter 2)
- (b) 1 October 2008 to 31 December 2008 (Quarter 3)
- (c) 1 April 2007 to 31 December 2008

7. INTERNAL AUDIT REPORT ON RENT HARMONISATION

Submit report by the Manager of Audit advising on the outcome of the investigation into the implementation of the Council's Rent Harmonisation programme.

8. REVIEW OF PROGRESS IN IMPLEMENTING RECOMMENDATIONS CONTAINED WITHIN INTERNAL AUDIT AND EXTERNAL AUDIT REPORTS

Submit report by the Chief Executive:-

- (a) presenting the Internal Audit Section system action plans issued to directorates from 1 December 2008 to 31 January 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.

9. INTERNAL AUDIT PROGRESS REPORT TO 31 DECEMBER 2008

Submit report by the Chief Executive advising of the work undertaken by the Internal Audit Section against the Audit Plan 2008/09.

10. ACTIVITY ON WHISTLEBLOWING HOTLINE TO 31 DECEMBER 2008

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

11. PERFORMANCE MANAGEMENT, STRATEGIC PLANNING AND THE SOLACE 'GOLDEN THREAD' STUDY

Submit report by the Chief Executive:-

- (a) presenting an update on the implementation of the new performance management framework; and

- (b) providing an update on the progress of corporate and departmental planning and the SOLACE 'Golden Thread' study.

12. STATUTORY PERFORMANCE INDICATORS

Submit report by the Chief Executive reviewing the performance of the Statutory Performance Indicators (SPIs) and including performance information to Q3 2008/09 (to end December 08).

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.
E-mail: craig.stewart@west-dunbarton.gov.uk.