

WEST DUNBARTONSHIRE COUNCIL

Council Offices, Garshake Road, Dumbarton, G82 3PU

16 December 2004

**MEETING: AUDIT & PERFORMANCE REVIEW
 COMMITTEE**

**WEDNESDAY, 22 DECEMBER 2004
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, 22 December 2004 at 10.00 a.m.

The business is as shown on the enclosed agenda.

Yours faithfully

TIM HUNTINGFORD

Chief Executive

Distribution:

Councillor J Maceira (Convener)
Councillor M Bootland
Councillor J McCallum
Councillor G Casey
Councillor G Calvert
Councillor C McLaughlin
Councillor J Bollan

All other Councillors for information

Chief Executive
Director of Corporate Services
Director of Development and Environmental Services
Director of Housing and Technical Services
Director of Education and Cultural Services
Director of Social Work Services

AUDIT & PERFORMANCE REVIEW COMMITTEE

WEDNESDAY, 22 DECEMBER 2004

AGENDA

1. APOLOGIES

2. MINUTES OF PREVIOUS MEETING

(pages 1 - 9)

Submit, for approval as a correct record, Minutes of Meeting of the Audit & Performance Review Committee held on 29 September 2004.

3. FOLLOW UP REVIEW OF HOUSING RENTS SYSTEM

(pages 11 - 12)

With reference to the Minutes of Meeting of the Audit & Performance Review Committee held on 29 September 2004 (Page 1107, paragraph 3676 refers), submit report by the Director of Housing and Technical Services advising of the progress being made in addressing the issues raised by Audit Scotland in their audit of the Housing Rents System.

4. BEST VALUE: ACTION PLAN

(pages 13 - 27)

With reference to the Minutes of Meeting of the Audit & Performance Review Committee held on 29 September 2004 (Page 1108, paragraph 3680 refers), submit report by the Chief Executive providing an update on the Best Value Action Plan following the 2004 Practice Submission and the Transitional Audit.

5. AUDIT SCOTLAND REVIEW OF COUNCIL TAX BILLING AND COLLECTION SYSTEM

(pages 29 - 31)

With reference to the Minutes of Meeting of the Audit & Performance Review Committee held on 29 September 2004 (Page 1111, paragraph 3698 refers), submit report by the Director of Corporate Services advising of progress with the implementation of the Audit Scotland Action Plan issued in July 2004 relative to the Council Tax Billing and Collection System.

6. AUDIT SCOTLAND REVIEW OF DEBTOR SYSTEM

(pages 33 - 35)

With reference to the Minutes of Meeting of the Audit & Performance Review Committee held on 29 September 2004 (Page 1111, paragraph 3700 refers), submit report by the Director of Corporate Services advising of progress with the implementation of the Audit Scotland Action Plan issued in July 2004 relative to the Debtor System.

7. AUDIT SCOTLAND REVIEW OF CAPITAL ACCOUNTING SYSTEM

(pages 37 - 40)

With reference to the Minutes of Meeting of the Audit & Performance Review Committee held on 29 September 2004 (Page 1111, paragraph 3702 refers), submit report by the Director of Corporate Services advising of progress with the implementation of the Audit Scotland Action Plan issued in July 2004 relative to the Capital Accounting System.

8. MONITORING PUBLIC COMPLAINTS

(pages 41 - 56)

Submit report by the Chief Executive providing:-

- (a) a corporate overview of complaints and complaints processing for the period 1 April 2004 to 30 September 2004; and
- (b) providing comparative data relating to the previous six month reporting periods.

9. THE ACCOUNTS COMMISSION PERFORMANCE INDICATORS 2003/2004
(pages 57 - 96)

Submit report by the Chief Executive informing on the final figures for the Accounts Commission statutory performance indicators for 2003/2004 and providing comparisons with the previous years' figures where applicable.

10. DISASTER RECOVERY UPDATE
(pages 97 - 98)

Submit report by the Director of Corporate Services on the progress in providing a robust Disaster Recovery response to computer outages.

11. AUDIT SCOTLAND'S FOLLOW UP REVIEW OF THE MANAGEMENT OF COMMUNITY EQUIPMENT AND ADAPTATIONS
(pages 99 - 119)

Submit report by the Director of Corporate Services providing the findings of Audit Scotland's follow up review of the Council's Management of Community Equipment and Adaptations.

12. AUDIT SCOTLAND'S FOLLOW UP REVIEW OF COMMISSIONING COMMUNITY CARE SERVICES FOR OLDER PEOPLE
(pages 121 - 126)

Submit report by the Director of Corporate Services providing the findings of Audit Scotland's follow up review of the Council's Commissioning Community Care Services for Older People.

13. AUDIT SCOTLAND'S FOLLOW UP REVIEW OF DEALING WITH OFFENDING BY YOUNG PEOPLE
(pages 127 - 134)

Submit report by the Director of Corporate Services providing the findings of Audit Scotland's follow up review of Dealing with Offending by Young People.

14. INTERNAL AUDIT CHARTER

(pages 135 - 141)

Submit report by the Director of Corporate Services advising of the revised Internal Audit Charter.

15. INTERNAL AUDIT PROGRESS REPORT TO 30 SEPTEMBER 2004

(pages 143 - 144)

Submit report by the Director of Corporate Services advising of the work undertaken by the Internal Audit Section against the Audit Plan 2004/05.

16. SICKNESS ABSENCE STATISTICS – QUARTER 2 (2004/2005)

(pages 145 - 147)

Submit report by the Director of Corporate Services informing on the levels of employee absence during the 3 month period 1 July to 30 September 2004.

For information on the above agenda please contact Craig Stewart, Administrative Assistant, Legal and Administrative Services, Council Offices, Garshake Road, Dumbarton, G82 3PU. Tel: (01389) 737251.
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