

WEST DUNBARTONSHIRE COUNCIL

Council Offices, Garshake Road, Dumbarton, G82 3PU

26 November 2009

**MEETING: AUDIT & PERFORMANCE REVIEW
 COMMITTEE**

**WEDNESDAY, 9 DECEMBER 2009
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, 9 December 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, 9 DECEMBER 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 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 23 September 2009.

4. SYSTEMS REVIEW STORES – BAR CODING

Submit report by the Executive Director of Housing, Environmental and Economic Development providing further information on the bar coding system purchased by the Council for use within stores and the controls and safeguards in place for stock taking.

5. DEVELOPING AND MONITORING OF ACTION PLANS FOR THE REVENUE BUDGET PROPOSALS

Submit report by the Chief Executive providing an update on progress on the action plans drawn up from the Revenue Budgets proposals agreed by Council in February 2008 and February 2009.

6. STATUTORY PERFORMANCE INDICATORS

Submit report by the Chief Executive providing an update on the performance of the Statutory Performance Indicators deemed to be 'poorly-performing'.

7. SINGLE OUTCOME AGREEMENT – PROGRESS REPORT

Submit report by the Chief Executive providing a progress report on the Single Outcome Agreement.

8. CORPORATE COMPLAINTS SYSTEM – STATISTICS FROM 2008/09 AND FUTURE DEVELOPMENT

Submit report by the Chief Executive providing an update on corporate complaints received in 2008/09 and an update on the development of a new complaints process and system.

9. CORPORATE PLAN 2009/13 – MID YEAR REVIEW

Submit report by the Chief Executive setting out progress against the Corporate Plan 2009/13 objectives in the first six months of 2009/10, that is, from 1 April to 30 September 2009.

10. INTERNAL AUDIT PROGRESS REPORT TO 30 SEPTEMBER 2009

Submit report by the Chief Executive advising of the work undertaken by the Internal Audit Section against the Audit Plan 2009/2010.

11. ACTIVITY ON WHISTLEBLOWING HOTLINE TO 30 SEPTEMBER 2009

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

12. SCRUTINY TRAINING FOR COMMITTEE MEMBERS

Submit report by the Chief Executive providing an update on progress of scrutiny training for Elected and Lay Members of Committees.

13. EXCLUSION OF PRESS AND PUBLIC

The Committee is asked to pass the following resolution:-

“That under Section 50A (4) of the Local Government (Scotland) Act, 1973 the press and public be excluded from the meeting for the following item of business on the grounds that it may involve the likely disclosure of exempt information as defined in Paragraph 14 of Part 1 of Schedule 7A of the Act”.

14. INTERNAL AUDIT ACTION PLANS ISSUED DURING THE PERIOD FROM 1 SEPTEMBER 2009 TO 31 OCTOBER 2009

Submit report by the Chief Executive presenting the Internal Audit Section action plans issued to directorates during the months of September and October 2009.

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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