

WEST DUNBARTONSHIRE COUNCIL

Council Offices, Garshake Road, Dumbarton, G82 3PU

23 June 2005

**MEETING: AUDIT & PERFORMANCE REVIEW
 COMMITTEE**

**WEDNESDAY, 29 JUNE 2005
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, 29 June 2005 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
1 Opposition Vacancy

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
Acting Director of Social Work Services

AUDIT & PERFORMANCE REVIEW COMMITTEE

WEDNESDAY, 29 JUNE 2005

AGENDA

1. APOLOGIES

2. MINUTES OF PREVIOUS MEETING

(Pages 1 - 5)

Submit, for approval as a correct record, Minutes of Meeting of the Audit & Performance Review Committee held on 23 March 2005.

3. FOLLOW UP REVIEW OF HOUSING RENTS SYSTEM

(pages 7 - 9)

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. MONITORING SCOTTISH EXECUTIVE STATUTORY RETURNS

(pages 11 - 13)

Submit report by the Chief Executive informing of the results of monitoring Scottish Executive statutory returns for the period 1 April 2004 to 31 March 2005.

5. CHIEF EXECUTIVE'S DEPARTMENT: ANNUAL PERFORMANCE REVIEW

(pages 15 - 19)

Submit report by the Chief Executive informing on the performance of the Chief Executive's Department for the period April 2004 to March 2005.

6. CHIEF EXECUTIVE'S DEPARTMENTAL SERVICE PLAN 2005 - 2009

(pages 21 - 22)

Submit report by the Chief Executive informing on the Chief Executive's Departmental Service Plan for the period 2005 to 2009.

7. MONITORING PUBLIC COMPLAINTS

(pages 23 - 41)

Submit report by the Chief Executive:-

- (a) providing a corporate overview of complaints and complaints processing for the period 1 October 2004 to 31 March 2005; and
- (b) providing comparative data relating to the previous six month reporting periods.

8. AUDIT OF BEST VALUE

(pages 43 - 49)

Submit report by the Chief Executive informing on issues relating to the Audit of Best Value.

9. BEST VALUE SERVICE REVIEWS

(pages 51 - 54)

Submit report by the Chief Executive reviewing progress on the current Best Value Service review programme.

10. PUBLIC PERFORMANCE REPORTING: AN UPDATE

(pages 55 - 57)

Submit report by the Chief Executive providing an update on the latest Best Value Guidance and future Regulations regarding the publication of financial and performance information.

11. FINANCIAL MANAGEMENT AND CONTROL CODE OF PRACTICE

(pages 59 - 82)

Submit report by the Director of Corporate Services advising of the Financial Management and Control Code of Practice which has been introduced as a working document for the good management of financial resources within the Council.

12. AUDIT SCOTLAND REVIEW OF MEMBERS' EXPENSES

(pages 83 - 86)

Submit report by the Director of Corporate Services providing the findings of Audit Scotland's Review of Members' Expenses.

13. AUDIT SCOTLAND REVIEW OF BUSINESS CONTINUITY PLANNING
(pages 87 - 91)

Submit report by the Director of Corporate Services advising of the findings of Audit Scotland's Review of Business Continuity Planning.

14. AUDIT SCOTLAND REVIEW OF TRADING ACCOUNTS
(pages 93 - 99)

Submit report by the Director of Corporate Services advising of progress with the implementation of the Audit Scotland Action Plan in relation to the Review of Trading Accounts issued on 31 May 2005.

15. THE IMPACT OF FINANCIAL REPORTING STANDARD 17 (FRS17) ON TRADING ACCOUNTS
(Pages 101 - 103)

Submit report by the Director of Corporate Services highlighting the changes brought about by Financial Reporting Standard 17 (FRS17) in 2004/05 and identifying the impact it has made, particularly on the trading accounts in comparison to the consolidated position of the Council's accounts.

16. TRADING ACCOUNTS
(pages 105 - 106)

Submit report by the Director of Corporate Services advising of the review undertaken in respect of areas of the Council's current trading activities.

17. DISASTER RECOVERY UPDATE
(pages 107 - 109)

Submit report by the Director of Corporate Services providing an update on progress with the Council's Disaster Recovery Plan.

18. RISK MANAGEMENT
(pages 111 - 128)

Submit report by the Director of Corporate Services advising of the progress made in relation to developing risk management.

19. INTERNAL AUDIT ANNUAL REPORT TO 31 MARCH 2005

(pages 129 - 133)

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

20. INTERNAL AUDIT ANNUAL PLAN 2005/2006

(page 135 - 147)

Submit report by the Director of Corporate Services advising of the planned programme of work for the Internal Audit Section for the year 2005/2006.

21. SICKNESS ABSENCE STATISTICS – QUARTER 4 (2004/2005)

(pages 149 - 153)

Submit report by the Director of Corporate Services informing on the levels of employee absence during the 3-month period 1 January to 31 March 2005.

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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