

## **AUDIT & PERFORMANCE REVIEW COMMITTEE**

At a Meeting of the Audit & Performance Review Committee held in Meeting Room 3, Council Offices, Garshake Road, Dumbarton on Wednesday, 10 August 2011 at 10.00 a.m.

**Present:** Councillors George Black, Jim Brown, Geoff Calvert, Craig McLaughlin, Lawrence O'Neill and Martin Rooney.

**Attending:** David McMillan, Chief Executive; Lorraine Coyne, Head of Audit, Performance & Strategic Planning; Vincent Gardiner, Client and Support Manager; Helen Turley, Head of Housing and Community Safety; Colin McDougall, Manager of Risk & Performance; Stephen Daly, Section Head Contact Centre; Brian Gourlay, Health and Safety Officer; and Craig Stewart, Committee Officer, Legal, Democratic and Regulatory Services.

**Also Attending:** Mr Grant MacRae, Director, KPMG LLP.

**Apologies:** Apologies for absence were submitted on behalf of Councillors Jonathan McColl and John Millar and Mr Francis McNeill, Representative of Community Councils.

**Councillor Martin Rooney in the Chair**

### **DECLARATIONS OF INTEREST**

It was noted that there were no declarations of interest in any of the items of business on the agenda at this point in the meeting.

### **VARIATION IN ORDER OF BUSINESS**

After hearing Councillor Rooney, Chair, the Committee agreed to vary the order of business as hereinafter recorded in these minutes.

### **MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of the Audit & Performance Review Committee held on 11 May 2011 were submitted and approved as a correct record.

## **CORPORATE COMPLAINTS – STATISTICS FROM 2010/11**

A report was submitted by the Chief Executive presenting a summary of corporate complaints received in 2010/11 and providing an update on the development of a new complaints process and system.

After discussion and having heard the Manager of Risk & Performance in response to Members' questions, the Committee agreed to note the contents of the report.

## **CORPORATE PLAN 2010/14 – PROGRESS IN 2010/11**

A report was submitted by the Chief Executive setting out the Council's progress in meeting the corporate objectives in the first year of the Corporate Plan 2010/14, that is 2010/11.

Having heard officers in further explanation to Members' questions, the Committee agreed:-

- (1) to note with regard to Appendix 2: Corporate Plan 2010/14 – Pls where Status in RED in 2010/11, these be sent to relevant Service Committees for scrutiny and for Action Plans to be prepared to address poor performance;
- (2) a Briefing Note be prepared for Members' covering the feasibility of adding a measure of the "proportion/percentage of population aged 65+ in the Council's area who required/received homecare"; and
- (3) otherwise to note the content of the report and appendices.

## **PROGRESS OF ACTION PLANS FOR THE REVENUE BUDGET PROPOSALS**

A report was submitted by the Chief Executive presenting an update in relation to the action plans drawn up from the Revenue Budget proposals agreed by Council in February 2008, February 2009, January 2010 and February 2011.

After discussion, the Committee agreed:-

- (1) that a Briefing Note be prepared for issue to Members of the Committee on the Review of Lettings Policy and, in particular, the completion of the mapping exercise of all existing charges, discounts and concessions which apply across the various facilities; and
- (2) otherwise to note the contents of the report.

## **ANNUAL HEALTH AND SAFETY REPORT**

A report was submitted by the Chief Executive on the Council's health and safety performance for the period April 2010 – March 2011.

After discussion and having heard the Health and Safety Officer and Chief Executive in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note the terms of the discussion that had taken place in respect of this matter and the adjustment that would require to be made to the report, as necessary; and
- (2) that the amended report would be submitted to the next meeting of the Corporate & Efficient Governance Committee for consideration.

### **BUSINESS IRREGULARITY PROCEDURES**

A report was submitted by the Chief Executive presenting a revised version of the Business Irregularity Procedures.

Having heard the Head of Audit, Performance & Strategic Planning, the Committee agreed to approve the revised policy.

### **ACTIVITY ON WHISTLEBLOWING HOTLINE TO 30 JUNE 2011**

A report was submitted by the Chief Executive advising of the level of activity on the whistleblowing hotline.

After discussion and having heard officers in further explanation and in answer to Members' questions, the Committee agreed to note the contents of the report.

### **INTERNAL AUDIT ACTION PLANS ISSUED DURING THE PERIOD FROM 15 APRIL TO 14 JULY 2011**

A report was submitted by the Chief Executive presenting the Internal Audit Section action plans issued to directorates during the period from 15 April to 14 July 2011.

Having heard the Client and Support Manager in elaboration and in answer to Members' questions, the Committee agreed to note the contents of the report.

### **INTERNAL AUDIT PROGRESS REPORT TO 30 JUNE 2011**

A report was submitted by the Chief Executive advising of the work undertaken by the Internal Audit Section against the Audit Plan 2011/12.

Having heard the Head of Audit, Performance & Strategic Planning in further explanation and in answer to Members' questions, the Committee agreed to note the contents of the report.

The meeting closed at 11.33 a.m.