

AUDIT & PERFORMANCE REVIEW COMMITTEE

At a Meeting of the Audit & Performance Review Committee held in the Council Chambers, Clydebank Town Hall, Dumbarton Road, Clydebank on Tuesday, 18 September 2007 at 10.00 a.m.

Present: Councillors George Black, Margaret Bootland, Jim Brown, Geoff Calvert and Martin Rooney.

Attending: Bill Clark, Executive Director of Social Work and Health; Liz McGinlay, Executive Director of Educational Services; David Connell, Head of Finance; Gillian McNeilly, Manager of Accounting; Lorraine Coyne, Manager of Audit; Colin McDougall, Section Head, Internal Audit; Joe Gillespie, Section Head (Operations); Liz Cochrane, Principal Policy Officer; David Webster, Section Head (Performance Management); Stephen West, Manager of Resources (Social Work & Health) and Craig Stewart, Administrative Assistant, Legal, Administrative and Regulatory Services.

Also Attending: Grant Macrae, Director, KPMG LLP and Keith Macpherson, Manager, KPMG LLP.

Apologies: Apologies for absence were submitted on behalf of Councillors Jim McElhill, Craig McLaughlin and John Millar.

Councillor Geoff Calvert in the Chair

CHAIR'S REMARKS

Having heard the Chair, Councillor Calvert, Members expressed their deepest sympathy to Councillor John Millar on his recent family bereavement.

REVIEW OF AUDIT & PERFORMANCE REVIEW COMMITTEE

A report was submitted by the Chief Executive:-

- (a) informing on the conclusions of the review of scrutiny and the role of the Audit & Performance Review Committee (A&PRC); and
- (b) inviting comment on the draft revised role and remit and on proposals for the membership and operation of the Committee.

After discussion and having heard the Principal Policy Officer and officers in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to recommend to Council the proposed revised role and remit for the A&PRC, with the amendment that the quorum proposed in paragraph 1.2 of the draft remit (Appendix 3 to the report) be revised from 3 to 5;
- (2) to recommend to Council that Councillor George Black be appointed as Vice-Chair of the A&PRC;
- (3) to recommend to Council that the A&PRC be given delegated powers to call on external experts to participate in specific reviews;
- (4) that a further report be prepared for the next meeting of the Committee on the issues surrounding the appointment of lay members; and
- (5) that a further report be prepared for the next meeting of the Committee on the training needs and skills of Elected Members.

AUDIT OF FINAL ACCOUNTS 2006/07

A report was submitted by the Chief Executive advising of KPMG's findings in relation to the audit of the Financial Statements for 2006/07.

After discussion and having heard Mr. Macrae, Director, KPMG LLP and the Head of Finance in further explanation and in answer to Members' questions, it was agreed:-

- (1) to note the findings of the audit of the financial statements as detailed in KPMG's report dated 12 September 2007; and
- (2) that a report would be submitted to the next meeting of the Committee providing some background information with regard to depreciation of assets.

TREASURY MANAGEMENT ANNUAL REPORT 2006/2007

A report was submitted by the Chief Executive providing an update on treasury management during 2006/2007.

After discussion and having heard the Manager of Accounting, the Committee agreed:-

- (1) to note the treasury management stewardship information within the report; and
- (2) to note the 2006/07 actual prudential indicators as advised within the report.

INTERNAL AUDIT PLAN 2007/08

A report was submitted by the Chief Executive seeking approval for the planned programme of work for the Internal Audit Section for the year 2007/2008.

After discussion and having heard the Manager of Audit in elaboration and in answer to Members' questions, the Committee agreed to approve the annual Audit Plan 2007/2008.

INTERNAL AUDIT ANNUAL REPORT TO 31 MARCH 2007

A report was submitted by the Chief Executive advising:-

- (a) of the work undertaken by Internal Audit in respect of the Annual Audit Plan 2006/07; and
- (b) of the contents of the Assurance Statement given to the Head of Finance in support of the Statement of Internal Financial Control.

After discussion and having heard the Head of Finance and the Manager of Audit in further explanation and in answer to Members' questions, the Committee agreed to note the report.

INTERNAL AUDIT PROGRESS REPORT TO 30 JUNE 2007

A report was submitted by the Chief Executive advising of the work undertaken by the Internal Audit Section against the Audit Plan 2007/08.

Having heard the Manager of Audit, the Committee agreed to note the report.

REVIEW OF PROGRESS IN ACTIONING RECOMMENDATIONS CONTAINED WITHIN INTERNAL AUDIT AND EXTERNAL AUDIT REPORTS

A report was submitted by the Chief Executive advising of the progress being made in actioning recommendations contained within key Internal Audit and External Audit reports which departmental management have committed to implementing.

After discussion and having heard the Section Head (Internal Audit) in elaboration and officers in answer to Members' questions, the Committee agreed:-

- (1) that any outstanding actions be remitted to the relevant Service Committee for attention, with this Committee undertaking a monitoring role; and
- (2) otherwise to note the contents of the report.

ACTIVITY ON WHISTLEBLOWING HOTLINE

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

After discussion and having heard the Manager of Audit in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note the developments in relation to the Council's Whistleblowing Hotline; and
- (2) to remit this report to the next meeting of the Joint Consultative Forum for comment.

STATUTORY PERFORMANCE INDICATORS

A report was submitted by the Chief Executive reviewing performance of the Statutory Performance Indicators (SPIs) for 2006/07.

After discussion and having heard the Section Head (Performance Management) in further explanation and in answer to Members' questions, the Committee agreed to note the performance of the SPIs and the actions being taken by departmental management teams to deal with underperformance.

CONTINUOUS IMPROVEMENT TEAM – PROGRESS UPDATE

A report was submitted by the Chief Executive providing an update on the progress made by the Continuous Improvement Team.

After discussion and having heard the Section Head (Performance Management), the Committee agreed:-

- (1) that progress on Continuous Improvement be included as a standing item on the agenda of the Audit & Performance Review Committee;
- (2) that a short presentation take place on this issue at the next meeting of the Committee; and
- (3) otherwise to note the progress of continuous improvement activities.

PERFORMANCE MANAGEMENT FRAMEWORK

A report was submitted by the Chief Executive providing an update on progress with developing the performance management framework.

After discussion and having heard the Section Head (Performance Management) in further explanation and in answer to Members' questions, the Committee agreed to note the progress of developing the performance management framework.

MONITORING SCOTTISH EXECUTIVE STATUTORY RETURNS 2006/07

A report was submitted by the Chief Executive informing of the results of monitoring Scottish Executive statutory returns for the period 1 April 2006 to 31 March 2007.

After discussion and having heard the Executive Director of Social Work & Health in answer to Members' questions, the Committee agreed to note the results of the monitoring exercise.

MONITORING PUBLIC COMPLAINTS

A report was submitted by the Chief Executive providing a corporate overview of complaints and complaints processing for the period 1 October 2006 to 31 March 2007 and providing comparative data relating to the previous six month reporting periods.

After discussion and having heard the relevant officers in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) that, in future, reports on this issue be submitted to the relevant Service Committees in the first instance;
- (2) that, in view of (1) above, to note that Service Committees had the responsibility to monitor complaints that fall within their own respective remit and to respond accordingly; and
- (3) that future reports to this Committee would include comment from Service Committees, with details of any actions that may have been taken to respond to the complaints.

CORPORATE PLAN ANNUAL PERFORMANCE REPORT – 2006/07

A report was submitted by the Chief Executive on the annual review of progress of the current Corporate Plan for Committee scrutiny.

After discussion, the Committee agreed:-

- (1) that with regard to the priority/objective 'Promote Lifelong Learning – Schools Regeneration' contained in the Appendix to the report, to recommend that the Council brings forward a strategy, as a matter of priority, to ensure that occupancy levels within the Primary School estate are maximised;

- (2) that with regard to the priority/objective 'Develop our Children and Young people – Early Intervention Scheme' contained in the Appendix to the report, having delivered this successful project over the ten years of its duration, to invite Council to bring forward a further strategy that whilst building on the success so far, was configured to sustain improvement in the future; and
- (3) that with regard to the priority/objective 'Provide High Quality, Best Value Services - Managing Resources – Reduce Time lost to Sickness Absence' contained in the Appendix to the report, to note with concern the seemingly intransigent position on this issue and to call on Council to ensure that its current performance, with regard to absence, shows urgent and sustained improvement.

SICKNESS ABSENCE STATISTICS – QUARTER 1 (APRIL – JUNE 2007)

A report was submitted by the Chief Executive updating the Committee on the levels of employee absence during the 3 month period 1 April 2007 to 30 June 2007.

After discussion and having heard the Section Head (Performance Management) in elaboration and in answer to Members' questions, the Committee agreed:-

- (1) that future reports on this issue would be submitted to the relevant Service Committees in the first instance as Service Committees have the responsibility to respond with effective actions and to report on their success or otherwise; and
- (2) that an overview report would be submitted to this Committee in future, which would provide statistics and measure success against agreed action plans.

The meeting closed at 12.40 p.m.