

WEST DUNBARTONSHIRE COUNCIL

Council Offices, Garshake Road, Dumbarton, G82 3PU

20 November 2003

**MEETING: AUDIT & PERFORMANCE REVIEW
 COMMITTEE**

**WEDNESDAY, 26 NOVEMBER 2003
COUNCIL CHAMBERS
COUNCIL OFFICES
ROSEBERY PLACE
CLYDEBANK**

Dear Sir/Madam

Please attend a meeting of the **Audit & Performance Review Committee** to be held in the Council Chambers, Council Offices, Rosebery Place, Clydebank on Wednesday, 26 November 2003 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 Economic, Planning and Environmental Services
Director of Commercial and Technical Services
Director of Education and Cultural Services
Director of Social Work and Housing Services

AUDIT & PERFORMANCE REVIEW COMMITTEE

WEDNESDAY, 26 NOVEMBER 2003

AGENDA

1. APOLOGIES

2. MINUTES OF PREVIOUS MEETING (pages 1 - 4)

**3. AUDIT SCOTLAND'S FINAL AUDIT REPORT TO MEMBERS 2002/2003
(pages 5 - 42)**

Submit report by the Director of Corporate Services advising of Audit Scotland's final report to Members.

4. MONITORING PUBLIC COMPLAINTS (pages 43 - 63)

Submit report by the Chief Executive providing a corporate overview of complaints and complaints processing for the period 1 April 2003 to 30 September 2003 and comparative data relating to the previous six month reporting periods.

**5. THE ACCOUNTS COMMISSION PERFORMANCE INDICATORS 2002/2003
(pages 65 - 120)**

Submit report by the Chief Executive informing Members of the final figures for the Accounts Commission Performance Indicators for 2002/2003 and providing comparisons with previous years' figures.

6. BEST VALUE REVIEW IMPLEMENTATION PLAN (pages 121 - 144)

Submit report by the Chief Executive introducing an implementation plan for the continuation of the Council's programme of Best Value reviews, focusing on the role of the Audit and Performance Review Committee.

**7. INTERNAL AUDIT PROGRESS REPORT TO 30 SEPTEMBER 2003
(pages 145 - 148)**

Submit report by the Director of Corporate Services advising of work undertaken by the Internal Audit Section against the Audit Plan 2003/2004.

**8. INTERNAL AUDIT PERFORMANCE INDICATORS 2002/2003
(pages 149 - 154)**

Submit report by the Director of Corporate Services advising of the Performance Indicators for 2002/2003 produced by the Internal Audit Section.

9. INTERNAL AUDIT CHARTER (pages 155 - 161)

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

10. ANTI-FRAUD & CORRUPTION STRATEGY (pages 163 - 169)

Submit report by the Director of Corporate Services advising of the Council's Anti-Fraud & Corruption Strategy.

For information on the above agenda please contact Nuala Borthwick, Administrative Assistant, Legal and Administrative Services, Council Offices, Garshake Road, Dumbarton, G82 3PU. Tel: (01389) 737594. Email: nuala.borthwick@west-dunbarton.gov.uk.