

# WEST DUNBARTONSHIRE COUNCIL

Council Offices, Garshake Road, Dumbarton, G82 3PU

21 August 2003

**MEETING:           AUDIT & PERFORMANCE REVIEW  
COMMITTEE**

**WEDNESDAY, 27 AUGUST 2003  
COUNCIL CHAMBERS  
MUNICIPAL BUILDINGS  
STATION ROAD  
DUMBARTON**

Dear Sir/Madam

Please attend a meeting of the **Audit & Performance Review Committee** to be held in the Council Chambers, Municipal Buildings, Station Road, Dumbarton on Wednesday, 27 August 2003 at 11.00 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  
2 Opposition Members (to be nominated)

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, 27 AUGUST 2003**

### **AGENDA**

**1. APOLOGIES**

**2. PRESENTATION BY INTERNAL AUDIT, EXTERNAL AUDIT AND POLICY SECTION**

A joint presentation will be given by Lorraine Coyne, Manager of Audit, West Dunbartonshire Council and Gavin Stevenson, Chief Auditor, Audit Scotland on their remit.

A joint presentation will also be given by Lewis Morrison, Policy Officer (Best Value) and Amanda Watson, Policy Assistant on an overview of Best Value.

**3. INTERNAL AUDIT ANNUAL REPORT TO 31 MARCH 2003  
(pages 1 - 6)**

Submit report by the Director of Corporate Services advising of work undertaken by the Internal Audit Section against the Audit Plan 2002/03.

**4. INTERNAL AUDIT PROGRESS REPORT TO 30 JUNE 2003  
(pages 7 - 9)**

Submit report by the Director of Corporate Services advising of the work undertaken by the Internal Audit Section against the Audit Plan 2003/04.

**5. MANAGING THE RELATIONSHIP WITH ARMS' LENGTH ORGANISATIONS  
(pages 11 - 103)**

Submit report by the Director of Corporate Services presenting Audit Scotland's report on the Council's financial and monitoring relationship with arms' length organisations, "Following the Public Pound".

**6. RISK MANAGEMENT STRATEGY (pages 105 - 136)**

Submit report by the Director of Corporate Services presenting the Council's Risk Management Strategy to the Committee to allow its effectiveness to be monitored by Members.

**7. PLANS FOR PUBLICISING THE AVAILABILITY OF THE STATUTORY PERFORMANCE INDICATORS 2002/2003 (pages 137 - 138)**

Submit report by the Chief Executive summarising the proposals for publicising the availability of the Statutory Performance Indicators 2002/2003.

**8. PUBLIC PERFORMANCE REPORTING (PPR) (pages 139 - 148)**

Submit report by the Chief Executive summarising proposals for a Council policy on Public Performance Reporting and making a recommendation thereon.

**9. LEGAL SERVICES STRATEGIC BEST VALUE REVIEW : FINAL REPORT (pages 149 - 173)**

Submit report by the Director of Commercial and Technical Services on the review of Legal Services presenting recommendations for improvement in line with the review findings and the subsequent PMP3 Audit by Audit Scotland during 2002/2003.

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](mailto:nuala.borthwick@west-dunbarton.gov.uk).