

WEST DUNBARTONSHIRE COUNCIL

Council Offices, Garshake Road, Dumbarton, G82 3PU

8 September 2005

**MEETING: AUDIT & PERFORMANCE REVIEW
 COMMITTEE**

**WEDNESDAY, 14 SEPTEMBER 2005
COUNCIL CHAMBERS
MUNICIPAL BUILDINGS
STATION ROAD
DUMBARTON**

Dear Member,

Please attend a meeting of the **Audit & Performance Review Committee** to be held in the Council Chambers, Municipal Buildings, Station Road, Dumbarton on Wednesday, 14 September 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, 14 SEPTEMBER 2005

AGENDA

1. APOLOGIES

2. MINUTES OF PREVIOUS MEETING

(Pages 1 - 7)

Submit, for approval as a correct record, Minutes of Meeting of the Audit & Performance Review Committee held on 29 June 2005.

3. FOLLOW UP REVIEW OF HOUSING RENTS SYSTEM

(pages 9 - 11)

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. ASSET MANAGEMENT PLANNING

(pages 13 - 18)

Submit report by the Director of Development and Environmental Services advising of work being undertaken in relation to Asset Management Planning and in particular to deliver a Corporate Asset Management Plan.

5. BEST VALUE AUDIT

(pages 19 - 20)

Submit report by the Chief Executive providing an update on progress towards the forthcoming Audit of Best Value.

6. QUALITY & SERVICE AWARDS

(pages 21 - 27)

Submit report by the Chief Executive informing on the progress of various quality and service awards.

7. STRATEGIC PLANNING, BUDGETING AND PERFORMANCE MANAGEMENT

(pages 29 - 32)

Submit report by the Chief Executive providing an update on the progress of strategic planning, budgeting and performance management issues.

8. CUSTOMER SERVICES: MYSTERY SHOPPING SURVEY

(pages 33 - 36)

Submit report by the Chief Executive providing an update with conclusions from the reports received from Mystery Shoppers Ltd.

9. PUBLIC PERFORMANCE REPORTING: PROGRESS REPORT

(pages 37 - 38)

Submit report by the Chief Executive providing an update on the publication of financial and performance information.

10. BEST VALUE SERVICE REVIEWS

(pages 39 - 47)

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

11. CHIEF EXECUTIVE'S DEPARTMENT: QUARTERLY PERFORMANCE REVIEW

(pages 49 - 52)

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

12. EMPLOYMENT MONITORING BY ETHNICITY

(pages 53 - 58)

Submit report by the Chief Executive informing of the monitoring, by ethnicity, of job applications, staff in post across the Council and employees who receive training, and what further work is required in order to meet the Race Equality Scheme specific duty on Employment.

13. EXTERNAL FUNDING – PERFORMANCE AND DEVELOPMENTS
(pages 59 - 64)

Submit report by the Chief Executive providing an update on Council performance in attracting Lottery funding during 2004; external funding issues affecting West Dunbartonshire Council, current initiatives organised by the External Funding Officer and major applications pending.

14. INTERNAL AUDIT PROGRESS REPORT TO 14 SEPTEMBER 2005
(pages 65 - 67)

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

15. REVIEW OF ARRANGEMENTS FOR COMPLYING WITH THE PUBLIC INTEREST DISCLOSURE ACT
(pages 69 - 88)

Submit report by the Director of Corporate Services advising of changes to the Council's arrangements for confidential reporting

16. SICKNESS ABSENCE
(pages 89 - 95)

Submit report by the Director of Corporate Services:-

- (a) informing on the levels of employee absence during the 3 month period 1 April to 30 June 2005; and
- (b) providing an update on management actions taken in tackling absence within their department.

17. TREASURY MANAGEMENT ANNUAL REPORT 2004/2005
(pages 97 - 104)

Submit report by the Director of Corporate Services providing an update on treasury management during 2004/05.

18. BUSINESS CONTINUITY PLANNING

(pages 105 - 108)

Submit report by the Director of Corporate Services providing an update on the Business Continuity Project Plan.

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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