

# WEST DUNBARTONSHIRE COUNCIL

Council Offices, Garshake Road, Dumbarton, G82 3PU

21 September 2004

**MEETING:     AUDIT & PERFORMANCE REVIEW  
                  COMMITTEE**

**WEDNESDAY, 29 SEPTEMBER 2004  
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, 29 September 2004 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 Development and Environmental Services  
Director of Housing and Technical Services  
Director of Education and Cultural Services  
Director of Social Work Services

# **AUDIT & PERFORMANCE REVIEW COMMITTEE**

**WEDNESDAY, 29 SEPTEMBER 2004**

## **AGENDA**

**1. APOLOGIES**

**2. MINUTES OF PREVIOUS MEETING**

(pages 1 - 5)

Submit, for approval as a correct record, Minutes of Meeting of the Audit & Performance Review Committee held on 26 May 2004.

**3. COUNCIL TAX SERVICE – BEST VALUE REVIEW**

With reference to the Minutes of Meeting of the Committee held on 26 May 2004 (Pages 847/848, paragraph 2752 refers), an update will be provided by the Director of Corporate Services on the proposal for the integration of some Council Tax and Housing Benefit Services.

**4. OVERVIEW OF 2002/03 LOCAL AUTHORITY AUDIT**

(pages 7 - 11)

With reference to the Minutes of Meeting of the Committee held on 26 May 2004 (Page 850, paragraph 2770 refers), submit report by the Chief Executive identifying the 14 Performance Indicators which declined in performance by more than 5% between 2000/01 and 2002/03, the reasons for the decline and providing information on the action taken by the Council to address this issue.

**5. FOLLOW UP REVIEW OF HOUSING RENTS SYSTEM**

(pages 13 - 16)

With reference to the Minutes of Meeting of the Committee held on 26 May 2004 (Pages 850/851, paragraph 2772 refers), 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.

**6. MONITORING SCOTTISH EXECUTIVE STATUTORY RETURNS**

(pages 17 - 20)

Submit report by the Chief Executive informing of the results of monitoring Scottish Executive statutory returns for the period 1 April 2003 to 31 March 2004.

**7. AUDIT SCOTLAND REPORT ON BEST VALUE TRANSITIONAL ARRANGEMENTS**

(pages 21 - 38)

Submit report by the Chief Executive summarising the findings of the Audit Scotland report in respect of the Council's Best Value Transitional Arrangements.

**8. THE BEST VALUE AUDIT PRACTICE SUBMISSION**

(pages 39 - 46)

Submit report by the Chief Executive summarising the conclusions of a practice submission drawn up in preparation for the Council's involvement in the Best Value Audit.

**9. EXTERNAL FUNDING – NATIONAL LOTTERY PERFORMANCE 1995-2003**

(pages 47 - 50)

Submit report by the Chief Executive providing details on the performance of West Dunbartonshire as an area in attracting funding from the National Lottery Good Cause Distributors.

**10. CORPORATE PLAN 2003/7 – PROGRESS OF ACTIONS IMPLEMENTED IN 2003/04 TO DELIVER THE CORPORATE OBJECTIVES**

(pages 51 - 128)

Submit report by the Chief Executive providing information on the progress of actions implemented by Directorates in 2003/04 to deliver the corporate objectives.

**11. RISK MANAGEMENT**

(pages 129 - 142)

Submit report by the Director of Corporate Services presenting Audit Scotland's report on Risk Management to the Committee for consideration and for approval of the proposed actions.

**12. INTERNAL AUDIT ANNUAL REPORT 2004**

(pages 143 - 147)

Submit report by the Director of Corporate Services advising of the work undertaken by the Internal Audit Section during 2003/04 and providing an assurance statement on the adequacy and effectiveness of the System of Internal Financial Control put in place by management.

**13. INTERNAL AUDIT PROGRESS REPORT TO 30 JUNE 2004**

(pages 149 - 151)

Submit report by the Director of Corporate Services advising of the work undertaken by the Internal Audit Section during the first quarter of 2004/05.

**14. INTERNAL AUDIT SERVICES PROVIDED FOR REVIEWING OF GRANTS**

(pages 153 - 155)

Submit report by the Director of Corporate Services advising of the existing arrangements for the audit of grants and seeking approval for a change to these arrangements.

**15. AUDIT SCOTLAND – REVIEW OF INTERNAL AUDIT 'A JOB WORTH DOING'**

(pages 157 - 161)

Submit report by the Director of Corporate Services advising of the recent Audit Scotland report on Internal Audit in West Dunbartonshire Council.

**16. AUDIT SCOTLAND'S REVIEW OF THE TRADING STANDARDS SERVICE**  
(pages 163 - 167)

Submit report by the Director of Corporate Services presenting Audit Scotland's review of the progress made in implementing recommendations from their 2001/02 report on the Council's Trading Standards Service.

**17. AUDIT SCOTLAND'S REVIEW OF MANAGING PRE-SCHOOL EDUCATION**  
(pages 169 - 171)

Submit report by the Director of Corporate Services presenting Audit Scotland's review of the progress made in implementing recommendations from their 2001/02 report on managing pre-school education.

**18. AUDIT SCOTLAND'S REVIEW OF COUNCIL TAX BILLING AND COLLECTION SYSTEM**  
(pages 173 - 181)

Submit report by the Director of Corporate Services presenting Audit Scotland's review of the progress made in implementing recommendations from their 2002/03 report on Council Tax billing and collection.

**19. AUDIT SCOTLAND'S REVIEW OF THE DEBTORS SYSTEM**  
(pages 183 - 191)

Submit report by the Director of Corporate Services presenting Audit Scotland's review of the progress made in implementing recommendations from their 2002/03 report on the Council's debtors system.

**20. AUDIT SCOTLAND'S REVIEW OF CAPITAL ACCOUNTING SYSTEM**  
(pages 193 - 196)

Submit report by the Director of Corporate Services providing information on the findings of Audit Scotland's review of the Council's Capital Accounting System.

**21. AUDIT SCOTLAND'S REVIEW OF SUPPORTING PEOPLE ARRANGEMENTS**

(pages 197 - 204)

Submit report by the Director of Corporate Services presenting Audit Scotland's review of the Council's Supporting People arrangements.

**22. CORPORATE RISK REGISTER**

(pages 205 - 229)

Submit report by the Director of Corporate Services presenting the results of the annual review of the Corporate Risk Register and seeking approval of the revised version.

**23. SICKNESS ABSENCE STATISTICS – QUARTER 1 (2004/2005)**

(pages 231 - 234)

Submit report by the Director of Corporate Services advising on the levels of employee absence during the 3-month period 1 April 2004 – 30 June 2004.

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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