

## **AUDIT & PERFORMANCE REVIEW COMMITTEE**

At a Meeting of the Audit & Performance Review Committee held in Meeting Room 3, Council Offices, Garshake Road, Dumbarton on Wednesday, 14 December 2011 at 10.00 a.m.

**Present:** Councillors George Black, Jim Brown, Geoff Calvert, Jonathan McColl, Craig McLaughlin, John Millar, Lawrence O'Neill and Martin Rooney.

**Attending:** Joyce White, Chief Executive; David Amos, Interim Executive Director of Corporate Services; Lorraine Coyne, Head of Audit, Performance & Strategic Planning; Stephen West, Head of Finance and Resources; Colin McDougall, Manager of Risk & Performance; Jennifer Ogilvie, Business Unit Finance Partner and Craig Stewart, Committee Officer, Legal, Democratic and Regulatory Services.

**Also Attending:** Ms Elaine Boyd, Senior Audit Manager, and Mr Laurence Slavin, Senior Auditor, Audit Scotland.

**Apology:** An apology for absence was submitted on behalf of Francis McNeill, Representative of Community Councils.

**Councillor Martin Rooney in the Chair**

### **CHAIR'S REMARKS**

Councillor Rooney, Chair, welcomed Ms Elaine Boyd and Mr Laurence Slavin, the new external auditors for the Council, to their first meeting of the Audit & Performance Review Committee.

### **DECLARATION OF INTEREST**

Councillor Black declared a financial interest in the item "Internal Audit Action Plans issued during the Period from 16 September to 14 November 2011".

### **MINUTES OF PREVIOUS MEETINGS**

The Minutes of Meetings of the Audit & Performance Review Committee held on 28 September 2011 (Special), 12 October 2011 (Ordinary) and 19 October 2011 (Special) were submitted and approved as a correct record.

## **TREASURY MANAGEMENT MID YEAR REPORT 2011/12**

A report was submitted by the Interim Executive Director of Corporate Services providing an update on treasury management and prudential indicators during 2011/12.

After discussion and having heard the Chief Executive and the Business Unit Finance Partner in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note the treasury management and prudential stewardship information contained within the report; and
- (2) to note the 2011/12 revised estimates of treasury and prudential indicators as advised within the report (Tables A, B, C, D, E, G and L refer).

## **TREASURY MANAGEMENT ANNUAL REPORT 2010/2011**

A report was submitted by the Interim Executive Director of Corporate Services providing an update on treasury management during 2010/11.

After discussion and having heard the Finance Manager in further explanation of the report, the Committee agreed:-

- (1) to note the treasury management and prudential stewardship information contained within the report; and
- (2) to note the 2010/11 actual prudential indicators as advised within the report (Tables 2, 3, 4 and 5 refer); and
- (3) that a report would be submitted to a future meeting of the Committee providing information on the budgetary position with regard to PPP Schools estate.

## **PROGRESS OF ACTION PLANS FOR THE REVENUE BUDGET PROPOSALS**

A report was submitted by the Chief Executive presenting an update in relation to the action plans drawn up from the Revenue Budget proposals agreed by Council in February 2008, February 2009, January 2010 and February 2011.

After discussion and having heard the Chief Executive in elaboration and in answer to Members' questions, the Committee agreed:-

- (1) to note the status of the budget proposal action as summarised in Appendices 1 and 2 of the report; and

- (2) that Members were encouraged to assist in the process of rationalisation of action plans by engaging in the planned Corporate and Departmental consultation for 2012/13.

### **STATUTORY PERFORMANCE INDICATORS – 2010/11: BENCHMARKING**

A report was submitted by the Chief Executive presenting an analysis on the benchmarking of the 2010/11 Statutory Performance Indicators (SPIs) following the publication of Audit Scotland's comparative data.

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

- (1) to note the terms of the discussion that had taken place in respect of this item; and
- (2) to note the performance of the SPIs for 2010/11 as outlined in the report.

### **KEY CORPORATE PERFORMANCE INDICATORS FOR QUARTER 2: 2011/12**

A report was submitted by the Chief Executive reviewing the performance of the Key Corporate Performance Indicators for 2011/12, quarter 2.

After discussion and having heard the Chief Executive and relevant officers in elaboration and in answer to Members' questions, the Committee agreed:-

- (1) to refer the Performance Indicator 'Number of attendances per 1,000 population for indoor sports and leisure facilities' (Code: SCC2 CC2 refers) to a future meeting of the Housing, Environment and Economic Development Committee in order that some work can be done on measures to improve this indicator;
- (2) to refer certain of the Performance Indicators on tenant arrears to a future meeting of the Housing, Environment and Economic Development Committee in view of concerns expressed at the meeting concerning the disappointing trend of these indicators;
- (3) to note the discussion that had taken place in respect of involving the Campaign for Plain English in developing the new and improved West Dunbartonshire Council website; and
- (4) otherwise to note the contents of the report.

## **CORPORATE PLAN 2011/15 - MID YEAR REVIEW**

A report was submitted by the Chief Executive setting out progress against the Corporate Plan 2011/15 objectives in the first six months of 2011/12, that is, from 1 April to 30 September 2011.

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

- (1) to refer the Performance Indicator 'Number of people having a mental health problem assisted in paid employment' to a future meeting of the Community Health and Care Partnership in view of the concern expressed in relation to the downward trend of this indicator; and
- (2) otherwise to note the terms of the report.

## **ADJOURNMENT**

Having heard the Chair, Councillor Rooney, the Committee agreed to adjourn for a short period.

The meeting reconvened at 11.35 a.m. with all those Members shown on the Sederunt in attendance.

## **INTERNAL AUDIT ACTION PLANS ISSUED DURING THE PERIOD FROM 15 SEPTEMBER TO 14 NOVEMBER 2011**

A report was submitted by the Chief Executive presenting the Internal Audit Section plans issued to directorates during the period from 15 September to 14 November 2011.

After discussion and having heard the Chief Executive and the Head of Audit, Performance & Strategic Planning in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) that the policy with regard to Travel & Subsistence as applied to Councillors should be reviewed by officers as necessary; and
- (2) otherwise to note the contents of the report.

## **INTERNAL AUDIT PROGRESS REPORT TO 30 SEPTEMBER 2011**

A report was submitted by the Chief Executive advising of the work undertaken by the Internal Audit Section against the Audit Plan 2011/12.

After discussion and having heard the Head of Audit, Performance & Strategic Planning in answer to Members' questions, the Committee agreed to note the contents of the report.

### **ACTIVITY ON WHISTLEBLOWING HOTLINE TO 30 SEPTEMBER 2011**

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

After discussion and having heard the Chief Executive and the Head of Audit, Performance & Strategic Planning in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note the terms of the discussion that had taken place in respect of this matter; and
- (2) otherwise to note the contents of the report.

The meeting closed at 12.10 p.m.