

AUDIT & PERFORMANCE REVIEW COMMITTEE

At a meeting of the Audit & Performance Review Committee held in the Council Chambers, Municipal Buildings, Station Road, Dumbarton on Wednesday 27 August 2003 at 11.25 a.m.

Present: Councillors Jackie Maceira, James McCallum, Gail Casey and Geoff Calvert.

Attending: Tim Huntingford, Chief Executive; Eric Walker, Director of Corporate Services; David McMillan, Director of Commercial and Technical Services; Lynn Bradley, Head of Finance; Stephen Brown, Head of Legal & Administrative Services; Alan Douglas, Manager of Best Value and Special Projects; Lorraine Coyne, Manager of Audit; Liz Cochrane, Principal Policy Officer; Lewis Morrison, Policy Officer (Best Value); Amanda Watson, Policy Assistant and Nuala Borthwick, Administrative Assistant.

Also

Attending: Elaine Barrowman, Senior Audit Manager, Audit Scotland.

Apologies: Apologies for absence were received on behalf of Councillors Margaret Bootland and Craig McLaughlin.

Councillor Jackie Maceira in the Chair

WELCOME

461 Before commencing with the business of the meeting, the Convener welcomed everyone present to the first meeting of the Audit & Performance Review Committee.

PRESENTATION BY INTERNAL AUDIT, EXTERNAL AUDIT AND POLICY SECTION

462 The Convener welcomed Lorraine Coyne, Manager of Audit, West Dunbartonshire Council, Elaine Barrowman, Senior Audit Manager, Audit Scotland and Lewis Morrison, Policy Officer (Best Value) and Amanda Watson, Policy Assistant, West Dunbartonshire Council to the Meeting.

463 The Committee heard a presentation from the Manager of Audit on her remit and the main functions and responsibilities of the Internal Audit Section.

464 Thereafter, the Committee heard a presentation from the Senior Audit Manager, Audit Scotland on the remit of that organisation.

465 The Committee then heard a joint presentation from the Policy Officer (Best Value) and the Policy Assistant on Best Value and Standard Performance Reports.

466 Hand-outs accompanying each presentation were circulated for information.

467 After questions, the Convener, on behalf of the Committee, thanked Ms Coyne, Ms Barrowman, Mr Morrison and Ms Watson for their very informative presentations.

INTERNAL AUDIT ANNUAL REPORT TO 31 MARCH 2003

468 A report was submitted by the Director of Corporate Services advising of work undertaken by the Internal Audit Section against the Audit Plan 2002/03.

469 Having heard the Manager of Audit in further explanation, the Committee agreed to note the report.

INTERNAL AUDIT PROGRESS REPORT TO 30 JUNE 2003

470 A report was submitted by the Director of Corporate Services advising of work undertaken by the Internal Audit Section against the Audit Plan 2003/04.

471 Having heard the Manager of Audit in further explanation, the Committee agreed to note the report.

MANAGING THE RELATIONSHIP WITH ARMS' LENGTH ORGANISATIONS

472 A report was submitted 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".

473 Having heard the Head of Finance and the Senior Audit Manager in answer to Members' questions, the Committee agreed:-

- (1) to note that Audit Scotland's report on the Council's financial and monitoring relationship with arms' length organisations had been assessed by Internal Audit;
- (2) to note that Internal Audit had made a number of constructive proposals for strengthening the Council's relationship with arms' length organisations and that these were being implemented;

- (3) the proposal that an action plan and progress report would be brought to the next meeting of the Audit & Performance Review Committee; and
- (4) to endorse the response to Audit Scotland's findings as described in the report.

RISK MANAGEMENT STRATEGY

474 A report was submitted 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.

475 Having heard the Head of Finance, the Committee agreed:-

- (1) to note that the Audit & Performance Review Committee had been given delegated authority by the Council to monitor the implementation of the Risk Management Strategy;
- (2) to note the requirement of the Risk Management Strategy that risk registers be reported to the Audit & Performance Review Committee and that the Corporate Risk Register was available for review; and
- (3) to note the Risk Management Strategy and the Corporate Risk Register as detailed in the appendix to the report.

PLANS FOR PUBLICISING THE AVAILABILITY OF THE STATUTORY PERFORMANCE INDICATORS 2002/2003

476 A report was submitted by the Chief Executive summarising proposals to publicise the availability of the Statutory Performance Indicators 2002/2003.

477 Having heard the Principal Policy Officer in further explanation, the Committee agreed to note the contents of the report.

PUBLIC PERFORMANCE REPORTING (PPR)

478 A report was submitted by the Chief Executive summarising proposals for a Council policy on Public Performance Reporting.

479 Having heard the Policy Officer (Best Value) in further explanation, the Committee agreed that the proposed policy on Public Performance Reporting, as shown as an appendix to these minutes, be recommended to full Council.

**LEGAL SERVICES STRATEGIC BEST VALUE REVIEW:
FINAL REPORT**

480 A report was submitted 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.

481 Having heard the Director of Commercial and Technical Services in further explanation, the Committee agreed:-

- (1) to approve the improvement actions detailed in Section 6 of the report; and
- (2) otherwise to note the contents of the report.

The meeting closed at 12.40 p.m.