

AUDIT & PERFORMANCE REVIEW COMMITTEE

At a Meeting of the Audit & Performance Review Committee held in Committee Room 3, Council Offices, Garshake Road, Dumbarton on Wednesday, 9 December 2015 at 2.06 p.m.

Present: Councillors George Black, Jim Brown, Jonathan McColl, Ian Murray, Tommy Rainey, Gail Robertson, Martin Rooney and Mr Stevie J. Doogan.

Attending: Angela Wilson, Executive Director of Corporate Services; Richard Cairns, Executive Director of Infrastructure and Regeneration; Terry Lanagan, Executive Director of Educational Services; Stephen West, Head of Finance and Resources; Gillian McNeilly, Finance Manager; Colin McDougall, Audit and Risk Manager; Stephen Daly, Section Head, Customer Services; and Craig Stewart, Committee Officer, Legal, Democratic and Regulatory Services.

Also Attending: Mr David McConnell, Assistant Director and Mr Laurence Slavin, Senior Auditor, Audit Scotland.

Apologies: An apology for absence was intimated on behalf of Councillor Patrick McGlinchey. An apology was also intimated on behalf of Joyce White, Chief Executive.

Councillor Jonathan McColl in the Chair

CHAIR'S REMARKS

Prior to commencing with the business of the meeting, Councillor McColl, Chair, advised that Mr Edward Haynes had resigned as a Lay Member on the Committee. In this respect, Councillor McColl advised the Committee that he had written to Mr Haynes thanking him for his service on the Committee.

Following discussion, it was agreed that a recommendation be brought to the December Council meeting, that recruitment of 1 Lay Member be commenced to fill the vacancy left by Mr Haynes, and that Standing Orders be changed to reflect the Committee's decision that there should be 2 Lay Members on the Committee and not 4.

The Chair then brought in Mr David McConnell, Audit Scotland, who informed the Committee that Ms Elaine Boyd, Senior Audit Manager, had moved to an enhanced role within Audit Scotland, and her new position would not involve attending the Committee in the future. On behalf of the Committee, Councillor McColl, Chair, passed on thanks and appreciation for all the excellent help and advice that Ms Boyd had provided over the years, and wished her well in the future. Members warmly concurred.

DECLARATIONS OF INTEREST

It was noted that there were no declarations of interest in any of the items of business on the agenda at this point in the meeting.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Audit & Performance Review Committee held on 23 September 2015 were submitted and approved as a correct record.

TREASURY MANAGEMENT MID-YEAR REPORT 2015/16

A report was submitted by the Executive Director of Corporate Services providing an update on treasury management and prudential indicators during 2015/16.

After discussion, the Committee agreed to note that the Council approved the 2015/16 revised estimates of treasury and prudential indicators, as advised within the report (Tables A, B, C, D, E, F, H, M and N refer), at its meeting on 28 October 2015.

REGISTERED CHARITABLE TRUSTS

A report was submitted by the Executive Director of Corporate Services providing an update regarding the recent audit report on the Charitable Trusts and specifically concerning the ongoing work in relation to updating the Trusts' governance documentation to allow a more pro-active management of the Trusts.

After discussion and having heard the Head of Finance and Resources and Mr Slavin, Senior Auditor, Audit Scotland in answer to Members' questions, the Committee agreed:-

- (1) to note that a report would be considered at the meeting of Council on 16 December 2015 for approval on the revised governance documentation, prior to formally applying to Office of Scottish Charity Regulator (OSCR) for approval; and
- (2) otherwise to note the current position on this matter.

AUDIT ACTION PLANS

A report was submitted by the Executive Director of Corporate Services advising of recently issued Internal Audit action plans and progress made against action plans previously issued contained within Internal Audit and External Audit reports.

After discussion and having heard the Executive Director of Corporate Services and relevant officers in further explanation and in answer to a Member's questions, the Committee agreed to note the contents of the report.

INTERNAL AUDIT PLAN 2015/16 PROGRESS REPORT TO 31 OCTOBER 2015

A report was submitted by the Executive Director of Corporate Services advising of progress against the Audit Plan 2015/16.

After discussion and having heard the Audit and Risk Manager in answer to a Member's question, the Committee agreed to note the contents of the report.

AUDIT SCOTLAND REPORT: REVIEW OF ACTIVITY TO REDUCE FRAUD AND ERROR IN HOUSING BENEFIT

A report was submitted by the Executive Director of Corporate Services providing information on a report recently published by Audit Scotland which provides a set of key messages for councils to consider.

After discussion and having heard Mr Slavin, Senior Auditor, Audit Scotland and the Executive Director of Corporate Services in further explanation, the Committee agreed:-

- (1) to note the report and the set of key messages detailed within the report; and
- (2) having heard the Chair, to thank officers for their significant achievements in this area, which had been recognised as good practice at a national level.

STRATEGIC RISK AND RESILIENCE

A report was submitted by the Executive Director of Corporate Services providing the Committee with the outcome of the latest six monthly assessment of Strategic Risks and an update on progress in relation to resilience planning.

After discussion and having heard the Head of Finance and Resources, Executive Director of Corporate Services and relevant officers in elaboration and in answer to Members' questions, the Committee agreed to note the contents of the report.

SCOTTISH PUBLIC SERVICES OMBUDSMAN COMPLAINTS REPORT 2014/15

A report was submitted by the Executive Director of Corporate Services presenting the Scottish Public Services Ombudsman (SPSO) report on complaints handling by West Dunbartonshire Council for the year 1 March 2014 - 31 March 2015.

After discussion and having heard the Executive Director of Corporate Services and the Section Head, Customer Services in further explanation, the Committee agreed to note the contents of the report.

The meeting closed at 3.02 p.m.