

WEST DUNBARTONSHIRE COUNCIL

Council Offices, Garshake Road, Dumbarton, G82 3PU

18 March 2005

**MEETING: AUDIT & PERFORMANCE REVIEW
 COMMITTEE**

**WEDNESDAY, 23 MARCH 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, 23 March 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
Director of Social Work Services

AUDIT & PERFORMANCE REVIEW COMMITTEE

WEDNESDAY, 23 MARCH 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 22 December 2004.

3. AUDIT SCOTLAND'S FOLLOW UP REVIEW OF THE MANAGEMENT OF COMMUNITY EQUIPMENT AND ADAPTATIONS

(pages 9 - 29)

With reference to the Minutes of Meeting of the Audit & Performance Review Committee held on 22 December 2004 (Page 1316, paragraph 4527 refers), resubmit report by the Director of Corporate Services providing the findings of Audit Scotland's follow up review of the Council's Management of Community Equipment and Adaptations.

4. AUDIT SCOTLAND'S FOLLOW UP REVIEW OF COMMISSIONING COMMUNITY CARE SERVICES FOR OLDER PEOPLE

(pages 31 - 36)

With reference to the Minutes of Meeting of the Audit & Performance Review Committee held on 22 December 2004 (Page 1317, paragraph 4529 refers), resubmit report by the Director of Corporate Services providing the findings of Audit Scotland's follow up review of the Council's Commissioning Community Care Services for Older People.

5. AUDIT PLANNING MEMORANDUM 2004/05

(pages 37 - 52)

Submit report by the Director of Corporate Services presenting Audit Scotland's Audit Planning Memorandum 2004/05. In this respect, Ms Elaine Barrowman will give a short presentation to the Committee.

6. AUDIT SCOTLAND'S FINAL AUDIT REPORT TO MEMBERS 2003/2004
(pages 53 - 59)

Submit report by the Director of Corporate Services advising of progress with implementation of the Audit Scotland Action Plan issued in November 2004.

7. FOLLOW UP REVIEW OF HOUSING RENTS SYSTEM
(pages 61 - 63)

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.

8. PROGRESS OF BEST VALUE ACTION PLAN
(Pages 65 - 66)

Submit report by the Chief Executive providing an update on the progress of the Best Value Action Plan

9. BEST VALUE SERVICE REVIEWS IN 2005/6 AND REVIEW OF 2004/5
(pages 67 - 76)

Submit report by the Chief Executive setting out the proposed Best Value reviews for 2005/6 and providing an update on the progress of reviews carried out during 2004/5.

10. CHIEF EXECUTIVE'S DEPARTMENT: QUARTERLY PERFORMANCE REVIEW
(pages 77 - 106)

Submit report by the Chief Executive informing on the performance of the Chief Executive's Department for the period September to December 2004.

11. THE ACCOUNTS COMMISSION – CORPORATE MANAGEMENT PERFORMANCE INDICATORS 2003/2004
(pages 107 - 110)

Submit report by the Director of Corporate Services informing of the Accounts Commission Corporate Management statutory performance indicators for 2003/2004.

12. DISASTER RECOVERY UPDATE

(pages 111 - 114)

Submit report by the Director of Corporate Services providing an update on the Council's Disaster Recovery plan and approach for computer systems.

13. RISK MANAGEMENT

(pages 115 - 119)

Submit report by the Director of Corporate Services advising of the progress made in relation to the corporate risk register.

14. INTERNAL AUDIT PROGRESS REPORT TO 31 DECEMBER 2004

(pages 121 - 123)

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. AUDIT OF SCHOOL FUNDS

(page 125)

Submit report by the Director of Corporate Services advising of the progress made in the auditing of School Funds.

16. SICKNESS ABSENCE STATISTICS – QUARTER 3 (2004/2005)

(pages 127 - 129)

Submit report by the Director of Corporate Services informing on the levels of employee absence during the 3 month period 1 October to 31 December 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.
E-mail: craig.stewart@west-dunbarton.gov.uk.