

## **AUDIT & PERFORMANCE REVIEW COMMITTEE**

At a Meeting of the Audit & Performance Review Committee held in the Council Chambers, Clydebank Town Hall, Dumbarton Road, Clydebank on Wednesday, 14 March 2007 at 10.00 a.m.

**Present:** Councillors Denis Agnew and Geoff Calvert.

**Attending:** David McMillan, Chief Executive; Stephen Brown, Head of Legal and Administrative Services; David Connell, Head of Finance; Angela Clements, Head of ICT & Business Development; Gillian Jump, Manager of Accounting; Lorraine Coyne, Manager of Audit; Colin McDougall, Section Head, Internal Audit; Joe Gillespie, Section Head (Operations); Liz Cochrane, Principal Policy Officer; David Webster, Section Head (Performance Management); Jeff Stobo, Strategy Manager, Housing, Regeneration and Environmental Services; Don Findlay, Manager of Technical Services; Nigel Ettles, Principal Solicitor and Craig Stewart, Administrative Assistant, Legal and Administrative Services.

**Also Attending:** Grant Macrae, Director, KPMG LLP and Keith Macpherson, Manager, KPMG LLP.

**Apologies:** Apologies were intimated on behalf of Councillors Margaret Bootland, Gail Casey and James McCallum.

### **CONVENER'S REMARKS**

Prior to commencing with the business of the meeting, Councillor Agnew referred to his recent appointment as Leader of the Council. It was noted that, having taken advice from the Head of Legal and Administrative Services, Councillor Agnew would chair the meeting on the understanding that there was no other Member available, or willing, and that he would resign as Convener of the Committee at the close of the meeting.

The Convener, Councillor Agnew, welcomed Messrs. Macrae and Macpherson to their first meeting of the Committee.

### **MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of the Audit & Performance Review Committee held on 20 December 2006 were submitted and approved as a correct record.

## **RISK MANAGEMENT PROGRESS REPORT**

A report was submitted by the Chief Executive providing further information on work carried out to implement the Council's Risk Management obligations.

Having heard the Head of Legal and Administrative Services, it was agreed to note the progress being made in the development of the Council's Risk Management Programme.

## **REVIEW OF AUDIT & PERFORMANCE REVIEW COMMITTEE**

A report was submitted by the Chief Executive informing of the progress on the review of the Audit & Performance Review Committee.

After discussion and having heard the Principal Policy Officer in elaboration, the Committee agreed:-

- (1) to note the contents of the report; and
- (2) to participate fully in responding to the questionnaire and taking part in the focus groups and encouraging all Elected Members, and relevant senior officers, to do so.

## **BEST VALUE SERVICE REVIEWS**

A report was submitted by the Chief Executive providing an update on the progress of the current Best Value Service review programme.

After discussion and having heard the Section Head (Performance Management) in elaboration and the Chief Executive in answer to Members' questions, the Committee agreed to note the contents of the report.

## **EFFICIENT GOVERNMENT PROGRESS REPORT**

A report was submitted by the Chief Executive providing an update on progress of implementing the Council's Efficient Government Strategy.

After discussion and having heard the Section Head (Performance Management) in elaboration and the Head of Finance in answer to Members' questions, the Committee agreed to note the contents of the report.

## **STATUTORY PERFORMANCE INDICATORS**

A report was submitted by the Chief Executive advising on the performance of the Statutory Performance Indicators (SPIs) for Q3 (October-December 2006).

After discussion and having heard the Section Head (Performance Management) in explanation and in answer to Members' questions, the Committee agreed to note the contents of the report.

### **PUBLIC SERVICES IMPROVEMENT FRAMEWORK**

A report was submitted by the Chief Executive providing an update on the implementation of the new Public Services Improvement Framework.

Having heard the Section Head (Performance Management) in answer to Members' questions, the Committee agreed to note the contents of the report.

### **QUALITY & SERVICE AWARDS**

A report was submitted by the Chief Executive providing an update on the progress of various quality and service awards.

After discussion and having heard the Section Head (Performance Management), the Committee agreed:-

- (1) to note the contents of the report; and
- (2) that congratulations be extended to everyone involved with the service awards, particularly in respect of the Sports Development team who gained a gold award for their impressive submission in the CoSLA Excellence Awards.

### **INTERIM MANAGEMENT REPORT 2006/07**

A report was submitted by the Chief Executive advising of KPMG LLP's findings in relation to their interim audit fieldwork for 2006/07.

After discussion and having heard Mr. Macrae, Director, KPMG LLP in explanation and the Head of Finance in answer to Members' questions, the Committee agreed to note the terms of the report and appendix.

### **MEASURED TERM CONTRACT FOR REPAIRS AND PLANNED MAINTENANCE OF WEST DUNBARTONSHIRE COUNCIL'S HOUSING STOCK – 2007/10**

A report was submitted by the Chief Executive advising of KPMG LLP's findings following their review of the evaluation process and documentation in relation to the award of the above tender.

Having heard the Head of Finance in elaboration, the Committee agreed to note the contents of the report and appendix.

## **INTERNAL AUDIT PROGRESS REPORT TO 31 DECEMBER 2006**

A report was submitted by the Chief Executive advising of the work undertaken by the Internal Audit Section against the Audit Plan 2006/07.

Having heard the Manager of Audit in explanation and in answer to Members' questions, the Committee agreed to note the report.

## **REVIEW OF PROGRESS IN ACTIONING RECOMMENDATIONS CONTAINED WITHIN INTERNAL AUDIT AND EXTERNAL AUDIT REPORTS**

A report was submitted by the Chief Executive advising of the progress being made in actioning recommendations contained within key Internal Audit and External Audit reports which departmental management have committed to implementing.

After discussion and having heard the Section Head (Internal Audit), the Committee agreed to note the contents of the report.

## **ACTIVITY ON WHISTLEBLOWING HOTLINE**

A report was submitted by the Chief Executive advising of the level of activity on the Whistleblowing Hotline since its launch on 6 March 2006.

After discussion and having heard the Section Head (Internal Audit) in explanation and in answer to Members' questions, the Committee agreed to note the developments in relation to the Council's Whistleblowing Hotline.

## **SICKNESS ABSENCE STATISTICS – QUARTER 3**

A report was submitted by the Chief Executive informing on the levels of employee absence during the 3 month period 1 October to 31 December 2006.

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

- (1) to note the contents of the report; and
- (2) to note the actions that had been taken by Departments to reduce the level of sickness absence.

The meeting closed at 10.51 a.m.