

WEST DUNBARTONSHIRE COUNCIL

Council Offices, Garshake Road, Dumbarton, G82 3PU

15 December 2005

PLEASE NOTE VENUE OF MEETING

**MEETING: AUDIT & PERFORMANCE REVIEW
 COMMITTEE**

**WEDNESDAY, 21 DECEMBER 2005
MEETING ROOM 3
COUNCIL OFFICES
GARSHAKE ROAD
DUMBARTON**

Dear Member,

Please attend a meeting of the **Audit & Performance Review Committee** to be held in Meeting Room 3, Council Chambers, Garshake Road, Dumbarton on Wednesday, 21 December 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
Acting Director of Social Work Services

AUDIT & PERFORMANCE REVIEW COMMITTEE

WEDNESDAY, 21 DECEMBER 2005

AGENDA

1. APOLOGIES

2. PRESENTATION BY AUDIT SCOTLAND ON MODERNISED AUDIT

Audit Scotland are rolling out a new audit approach to all their local authority audits in 2005/06. This new approach was piloted last year in two local authorities and has already been applied to all of their health sector audits.

The new audit approach which is being referred to as the 'modernised audit' focuses more on the key priorities and issues facing the Council. It aims to establish a better understanding of the Council's business by focusing on what matters. Greater assurance will be taken from established control processes along with more targeted detailed audit reviews.

3. 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 14 September 2005.

4. FOLLOW UP REVIEW OF HOUSING RENTS SYSTEM

(pages 9 - 10)

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.

5. CHIEF EXECUTIVE'S SERVICES – QUARTERLY PERFORMANCE REVIEW

(pages 11 - 17)

Submit report by the Chief Executive informing on the performance of the Chief Executive's Services for the period to 30 September 2005.

6. THE ACCOUNTS COMMISSION PERFORMANCE INDICATORS 2004/2005
(pages 19 - 23)

Submit report by the Chief Executive:-

- (a) informing on the final figures for the Accounts Commission performance indicators for 2004/2005 and providing comparisons with previous years' figures where applicable; and
- (b) providing performance monitoring information, from August 2005, on the statutory performance indicators.

7. MONITORING PUBLIC COMPLAINTS
(pages 25 - 48)

Submit report by the Chief Executive:-

- (a) providing a corporate overview of complaints and complaints processing for the period 1 April 2005 to 30 September 2005; and
- (b) providing comparative data relating to the previous six month reporting periods.

8. AUDIT SCOTLAND BEST VALUE TRANSITIONAL AUDIT
(pages 49 - 58)

Submit report by the Director of Corporate Services providing the findings of Audit Scotland's Best Value Transitional Audit.

9. AUDIT SCOTLAND REVIEW OF PERFORMANCE MANAGEMENT AND IMPROVEMENT
(pages 59 - 65)

Submit report by the Director of Corporate Services providing the findings of Audit Scotland's review of the Council's approach to performance management and improvement.

10. AUDIT OF BEST VALUE
(pages 67 - 69)

Submit report by the Chief Executive providing an update on the position with the Best Value Audit.

11. AUDIT SCOTLAND REVIEW OF SUPPORTING PEOPLE ARRANGEMENTS

(pages 71 - 82)

Submit report by the Director of Corporate Services providing the findings of Audit Scotland's follow up review of the Supporting People Arrangements.

12. AUDIT SCOTLAND FINANCIAL STRATEGY REVIEW

(pages 83 - 87)

Submit report by the Director of Corporate Services providing the findings of Audit Scotland's review of the Council's financial strategy.

13. AUDIT SCOTLAND'S FINAL AUDIT REPORT TO MEMBERS 2004/2005

(pages 89 - 93)

Submit report by the Director of Corporate Services advising of Audit Scotland's report on the audit of West Dunbartonshire Council's accounts 2004/05.

14. INTERNAL AUDIT PROGRESS REPORT TO 30 SEPTEMBER 2005

(pages 95 - 97)

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. SICKNESS ABSENCE STATISTICS – QUARTER 2 (JULY TO SEPTEMBER) 2005/2006

(pages 99 - 103)

Submit report by the Director of Corporate Services informing on the levels of employee absence during the 3 month period 1 July to 30 September 2005.

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.
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