

WEST DUNBARTONSHIRE COUNCIL

Council Offices, Garshake Road, Dumbarton, G82 3PU

16 June 2006

**MEETING: AUDIT & PERFORMANCE REVIEW
 COMMITTEE**

**WEDNESDAY, 21 JUNE 2006
COUNCIL CHAMBERS
CLYDEBANK TOWN HALL
DUMBARTON ROAD
CLYDEBANK**

Dear Member,

Please attend a meeting of the **Audit & Performance Review Committee** to be held in the Council Chambers, Clydebank Town Hall, Dumbarton Road, Clydebank on Wednesday, 21 June 2006 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 Housing and Technical Services
Director of Education and Cultural Services
Acting Director of Social Work Services

AUDIT & PERFORMANCE REVIEW COMMITTEE

WEDNESDAY, 21 JUNE 2006

AGENDA

1. APOLOGIES

2. MINUTES OF PREVIOUS MEETING

(pages 1 - 6)

Submit, for approval as a correct record, Minutes of Meeting of the Audit & Performance Review Committee held on 8 March 2006.

3. REMIT, TIMETABLE AND MEMBERSHIP - AUDIT AND PERFORMANCE REVIEW COMMITTEE

(pages 7 - 13)

Submit report by the Chief Executive which develops the discussion on issues relating to the remit of the Audit and Performance Review Committee in order to meet the requirements identified in the Council's draft Best Value Improvement Plan.

4. FOLLOW UP REVIEW OF HOUSING RENTS SYSTEM

(pages 15 - 16)

With reference to the Minutes of Meeting of the Committee of 8 March 2006 (Page 2289, paragraph 8472 refers), submit report by the Director of Housing, Regeneration & Environmental Services advising of the progress being made in addressing the issues raised by Audit Scotland in their audit of the Housing Rents System.

5. ASSET MANAGEMENT PLAN 2006

(pages 17 - 64)

Submit report by the Director of Housing, Regeneration & Environmental Services seeking approval of the Council's Asset Management Plan 2006.

6. AUDIT SCOTLAND'S ANNUAL OVERVIEW OF INTERNAL AUDIT
(pages 65 - 69)

Submit report by the Chief Executive providing the findings of Audit Scotland's review of the adequacy of Internal Audit arrangements covering the financial year 2005/2006.

7. INTERNAL AUDIT PROGRESS REPORT TO 31 MARCH 2006
(pages 71 - 73)

Submit report by the Chief Executive advising of the work undertaken by the Internal Audit Section against the Audit Plan 2005/06.

8. INTERNAL AUDIT ANNUAL PLAN 2006/2007
(pages 75 - 90)

Submit report by the Chief Executive advising of the planned programme of work for the Internal Audit Section for the year 2006/2007.

**9. REVIEW OF PROGRESS IN ACTIONING RECOMMENDATIONS
CONTAINED WITHIN INTERNAL AUDIT AND EXTERNAL AUDIT
REPORTS**
(pages 91 - 92)

Submit report 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.

10. ACTIVITY ON WHISTLEBLOWING HOTLINE
(pages 93 - 95)

Submit report by the Chief Executive advising of the levels of activity on the whistleblowing hotline since its launch on 6 March 2006.

**11. PROGRESS REPORT ON THE DEVELOPMENT OF THE TEAMMATE
ELECTRONIC WORKING PAPERS PACKAGE**
(pages 97 - 98)

Submit report by the Chief Executive advising of the progress being made in the development of the TeamMate electronic working papers package by Internal Audit.

12. APPOINTMENT OF EXTERNAL AUDITOR

(pages 99 - 100)

Submit report by the Chief Executive advising of the outcome of the audit tender exercise conducted by the Accounts Commission for Scotland in respect of the financial years 2006/07 to 2010/11.

13. AUDIT SCOTLAND – FINANCIAL STATEMENTS AUDIT PLAN 2005/06

(pages 101 - 122)

Submit report by the Chief Executive providing information on the approach to be adopted by Audit Scotland in relation to the audit of the financial statements for the year ending 31 March 2006.

14. RISK MANAGEMENT PROGRESS REPORT

(pages 123 - 124)

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

15. CORPORATE PLAN: PERFORMANCE AND UPDATE

(pages 125 – 129)

Submit report by the Chief Executive providing an update on the Council's Corporate Plan.

16. AUDIT OF BEST VALUE

(page 131)

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

17. BEST VALUE SERVICE REVIEWS

(pages 133 - 135)

Submit report by the Chief Executive reviewing progress on the current Best Value Service review programme.

18. STATUTORY PERFORMANCE INDICATORS

(pages 137 - 145)

Submit report by the Chief Executive providing a summary of the progress of the Statutory Performance Indicators for the year 05/06.

19. CUSTOMER SERVICE STANDARDS – SURVEY RESULTS

(pages 147 - 150)

Submit report by the Chief Executive providing information on the recent surveys of Customer Service Standards.

20. MONITORING PUBLIC COMPLAINTS

(pages 151 - 169)

Submit report by the Chief Executive:-

- (a) providing a corporate overview of complaints and complaints processing for the period 1 October 2005 to 31 March 2006; and
- (b) providing comparative data relating to the previous six month reporting periods.

21. SICKNESS ABSENCE STATISTICS – QUARTER 4 AND ANNUAL RETURN

(pages 171 - 180)

Submit report by the Chief Executive informing on the levels of employee absence during the 3 month period 1 January to 31 March 2006 and Annual Absence Statistics.

For information on the above agenda please contact Craig Stewart, Administrative Officer, Legal and Administrative Services, Council Offices, Garshake Road, Dumbarton, G82 3PU. Tel: (01389) 737251.
E-mail: craig.stewart@west-dunbarton.gov.uk.