

## **AUDIT & PERFORMANCE REVIEW COMMITTEE**

At a Meeting of the Audit & Performance Review Committee held in the Council Chambers, Municipal Buildings, Station Road, Dumbarton on Wednesday, 23 March 2005 at 10.00 a.m.

**Present:** Councillors Jackie Maceira, Geoff Calvert and James McCallum.

**Attending:** Tim Huntingford, Chief Executive; Gerry McInerney, Director of Corporate Services; David Connell, Head of Finance; Bill Clark, Head of Strategy; Lorraine Coyne, Manager of Audit; Colin McDougall, Section Head, Internal Audit; Jim Pow, Finance Manager (Housing and Technical Services); Stephen West, Manager of Resources (Social Work Services); Joe Gillespie, Senior Auditor, Internal Audit; Liz Cochrane, Policy Manager; David Webster, Section Head (Performance Management); Peter Rudzinski, Section Head (Support) and Michael Butler, Infrastructure Supervisor, Information Services; and Craig Stewart, Administrative Assistant, Legal and Administrative Services.

**Also Attending:** Elaine Barrowman, Senior Audit Manager and Angela Cassels, Assistant Director of Audit, Audit Scotland.

**Apologies:** Apologies for absence were intimated on behalf of Councillors Margaret Bootland and Gail Casey.

### **Councillor Jackie Maceira in the Chair**

#### **MINUTES OF PREVIOUS MEETING**

5405 The Minutes of Meeting of the Committee held on 22 December 2004 were submitted and approved as a correct record.

#### **VARIATION OF ORDER OF BUSINESS**

5406 After hearing the Convener, Councillor Maceira, the Committee agreed to vary the Order of Business as hereinafter recorded.

**CHIEF EXECUTIVE'S DEPARTMENT –  
QUARTERLY PERFORMANCE REVIEW**

- 5407 A report was submitted by the Chief Executive informing on the performance of the Chief Executive's Department for the period September to December 2004.
- 5408 Having heard the Chief Executive and the Policy Manager in elaboration and in answer to Members' questions, the Committee agreed to note the contents of the report.

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

- 5409 With reference to the Minutes of Meeting of the Audit & Performance Review Committee held on 22 December 2004 (Page 1316, paragraph 4527 refers), a report was resubmitted 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.
- 5410 After discussion and having heard the Head of Strategy in answer to Members' questions, the Committee agreed to note the report.

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

- 5411 With reference to the Minutes of Meeting of the Audit & Performance Review Committee held on 22 December 2004 (Page 1317, paragraph 4529 refers), a report was resubmitted 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.
- 5412 After discussion and having heard the Head of Strategy in elaboration and in answer to Members' questions, the Committee agreed:-
- (1) to note the contents of the report; and
  - (2) that a report giving an update on the current position in respect of timescales, etc. would be submitted to the next meeting of the Health Improvement and Social Justice Partnership for consideration.

### **AUDIT PLANNING MEMORANDUM 2004/05**

- 5413 A report was submitted by the Director of Corporate Services presenting Audit Scotland's Audit Planning Memorandum 2004/05.
- 5414 Having heard the Senior Audit Manager, Audit Scotland in further explanation and in answer to Members' questions, the Committee agreed to note the terms of the report and appendix thereto.

### **AUDIT SCOTLAND'S FINAL AUDIT REPORT TO MEMBERS 2003/2004**

- 5415 A report was submitted by the Director of Corporate Services advising of progress with implementation of the Audit Scotland Action Plan issued in November 2004.
- 5416 The Committee agreed to note the progress made to date in respect of completing the Audit Scotland final report to Members 2003/2004 action plan.

### **FOLLOW UP REVIEW OF HOUSING RENTS SYSTEM**

- 5417 A report was submitted by the Director of Housing and Technical Services advising of progress being made in addressing the issues raised by Audit Scotland in their audit of the Housing Rents System.
- 5418 Having heard the Finance Manager in further explanation the Committee agreed:-
- (1) to note the progress made to date in respect of this matter; and
  - (2) that this item would continue to remain on the agenda of the Audit and Performance Review Committee until such time as the remaining outstanding issues had been resolved.

### **PROGRESS OF BEST VALUE ACTION PLAN**

- 5419 A report was submitted by the Chief Executive providing an update on the progress of the Best Value Action Plan.
- 5420 Having heard the Section Head (Performance Management), the Committee agreed to note the contents of the report.

**BEST VALUE SERVICE REVIEWS IN 2005/6 AND  
REVIEW OF 2004/5**

- 5421 A report was submitted 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.
- 5422 Having heard the Section Head (Performance Management), the Committee agreed to note the contents of the report.

**THE ACCOUNTS COMMISSION – CORPORATE MANAGEMENT  
PERFORMANCE INDICATORS 2003/2004**

- 5423 A report was submitted by the Director of Corporate Services informing of the Accounts Commission Corporate Management statutory performance indicators for 2003/2004.
- 5424 After discussion and having heard the Director of Corporate Services and the Head of Finance in elaboration and in answer to Members' questions, the Committee agreed to note the contents of the report.

**DISASTER RECOVERY UPDATE**

- 5425 A report was submitted by the Director of Corporate Services providing an update on the Council's Disaster Recovery Plan and approach for computer systems.
- 5426 Having heard the Section Head (Support), Information Services in answer to Members' questions, the Committee agreed to note the further progress in providing a robust Disaster Recovery response for the Council and that a further report be brought to the next Committee for consideration.

**RISK MANAGEMENT**

- 5427 A report was submitted by the Director of Corporate Services advising of the progress made in relation to the corporate risk register.
- 5428 Having heard the Head of Finance, the Committee agreed:-
- (1) to note the report; and
  - (2) that a further report on this matter would be submitted to the next meeting of the Committee for consideration.

**INTERNAL AUDIT PROGRESS REPORT TO 31 DECEMBER 2004**

- 5429 A report was submitted by the Director of Corporate Services advising of the work undertaken by the Internal Audit Section against the Audit Plan 2004/05.
- 5430 Having heard the Manager of Audit, the Committee agreed to note the report.

**AUDIT OF SCHOOL FUNDS**

- 5431 A report was submitted by the Director of Corporate Services advising of the progress made in the auditing of School Funds.
- 5432 Having heard the Manager of Audit in elaboration and in answer to Members' questions, the Committee agreed to note the contents of the report.
- 5433 In relation to a point raised by Councillor Calvert, it was noted that it would be useful to have a standard computer-based book keeping system, in order to ensure consistency of application.

**SICKNESS ABSENCE STATISTICS – QUARTER 3 (2004/2005)**

- 5434 A report was submitted by the Director of Corporate Services informing on the levels of employee absence during the 3 month period 1 October to 31 December 2004.
- 5435 After discussion and having heard the Director of Corporate Services, the Committee agreed to note the contents of the report.

The meeting closed at 11.26 a.m.