

AUDIT & PERFORMANCE REVIEW COMMITTEE

At a Meeting of the Audit & Performance Review Committee held in Meeting Room 3, Council Offices, Garshake Road, Dumbarton on Wednesday, 10 September 2008 at 10.05 a.m.

Present: Councillors George Black, Margaret Bootland, Jim Brown, Geoff Calvert, Craig McLaughlin, John Millar and Martin Rooney and Mr Francis McNeill, Representative, Community Councils.

Attending: Joyce White, Executive Director of Corporate Services; Liz Cochrane, Head of Service – Policy & Performance; Gillian McNeilly, Manager of Accounting; Lorraine Coyne, Manager of Audit; Alan Douglas, Manager of Legal Services; Joe Gillespie, Section Head (Operations); Patricia Marshall, Manager of ICT, Lyn Hughes, HR Adviser (Wellbeing and Attendance) HR & Organisational Development and Craig Stewart, Committee Officer, Legal, Administrative and Regulatory Services.

Apologies: Apologies for absence were submitted on behalf of Councillor Jonathan McColl and Mr John Corcoran, Representative, Business Community; Mr Hugh O'Donnell, Representative, Tenants and Residents Groups and Ms Selina Ross, Representative, Voluntary Sector.

Councillor Geoff Calvert in the Chair

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Audit & Performance Review Committee held on 11 June 2008 were submitted and approved as a correct record.

DATE OF SPECIAL MEETING

The Chair advised that a Special Meeting of the Committee would be held on Thursday 25 September 2008 at 9.00 a.m. in order to enable Members to consider a report by the Executive Director of Corporate Services on KPMG's findings in relation to the audit of the Financial Statements for 2007/08.

WEST DUNBARTONSHIRE COMMUNITY PLANNING PARTERSHIP – KEY DEVELOPMENTS

A report was submitted by the Chief Executive providing an update on key developments within West Dunbartonshire Community Planning Partnership (CPP).

After discussion and having heard the Head of Service – Policy & Performance, the Committee agreed:-

- (1) that a briefing note be prepared and sent to Members of the Committee giving an up-to-date position statement on the current status of the CPP as regards the focus on Community Forums as distinct from Community Council involvement currently; and
- (2) otherwise to note the contents of the report.

INTERNAL AUDIT ACTION PLANS TO 31 JULY 2008 AND REVIEW OF PROGRESS IN ACTIONING RECOMMENDATIONS CONTAINED WITHIN INTERNAL AUDIT AND EXTERNAL AUDIT REPORTS

A report was submitted by the Chief Executive:-

- (a) presenting the Internal Audit Section, system action plans issued to directorates from 1 April 2008 to 31 July 2008; and
- (b) advising of the progress being made in actioning recommendations contained within key Internal Audit and External Audit reports which management have committed to implementing.

After discussion and having heard the Manager of Audit in further explanation and in answer to Members' questions, the Committee agreed to note the contents of the report.

INTERNAL AUDIT ANNUAL REPORT TO 31 MARCH 2008

A report was submitted by the Chief Executive:-

- (a) advising of the work undertaken by Internal Audit in respect of the Annual Audit Plan 2007/08; and
- (b) advising of the contents of the Assurance Statement given to the Head of Finance & ICT in support of the Statement of Internal Financial Control.

After discussion and having heard the Manager of Audit in elaboration and in answer to Members' questions, the Committee agreed to note the contents of the report.

INTERNAL AUDIT PROGRESS REPORT TO 30 JUNE 2008

A report was submitted by the Chief Executive advising of the work undertaken by the Internal Audit Section against the Audit Plan 2008/09.

After discussion and having heard the Manager of Audit and Executive Director of Corporate Services in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) that the Chair, Councillor Calvert, be authorised to write to the Chief Executive to advise him of Members' concerns at possible slippage in terms of the Internal Audit section not achieving its planned programme of work within the projected timescale;
- (2) that a report on structural and staffing arrangements for the Internal Audit Section would be presented to a future meeting of the Corporate and Efficient Governance Committee for consideration; and
- (3) to otherwise note the contents of the report.

ACTIVITY ON WHISTLEBLOWING HOTLINE TO 30 JUNE 2008

A report was submitted by the Chief Executive advising of the level of activity on the whistleblowing hotline.

After discussion and having heard the Manager of Audit in further explanation and in answer to Members' questions, the Committee agreed to note the contents of the report.

TREASURY MANAGEMENT ANNUAL REPORT 2007/2008

A report was submitted by the Executive Director of Corporate Services providing an update on treasury management during 2007/08.

After discussion and having heard the Manager of Accounting and the Executive Director of Corporate Services in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note the treasury management stewardship information within the report; and
- (2) that a copy of the Appendix, referred to in the report, giving the 2007/08 actual prudential indicators as advised within the report (Tables 2, 3, 4 and 5), and which had been omitted from the papers issued for the meeting in error, would be sent to Members of the Committee for information.

SICKNESS ABSENCE STATISTICS QUARTER 1 (APRIL – JUNE 2008/2009)

A report was submitted by the Executive Director of Corporate Services advising on the levels of employee absence for Quarter 1, which covers the 3 month period 1 April 2008 to 30 June 2008, and providing information on actions taken by departments to maximise attendance.

After discussion and having heard the Executive Director of Corporate Services and relevant officers in further explanation and in answer to Members' questions, the Committee agreed to note the contents of the report.

The meeting closed at 11.40 a.m.