

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, 12 November 2008 at 10.00 a.m.

Present: Councillors George Black, Jim Brown, Geoff Calvert, Jonathan McColl, John Millar and Martin Rooney and Mr Francis McNeill, Representative, Community Council, Mr Hugh O'Donnell, Representative, Tenants and Residents Groups and Ms Selina Ross, Representative, Voluntary Sector.

Attending: David McMillan, Chief Executive; Joyce White, Executive Director of Corporate Services; Vincent Gardiner, Manager of Exchequer; Lorraine Coyne, Manager of Audit; Joe Gillespie, Section Head (Operations); David Webster, Section Head (Performance Management) and Craig Stewart, Committee Officer, Legal, Administrative and Regulatory Services.

Apologies: Apologies for absence were submitted on behalf of Councillors Margaret Bootland and Craig McLaughlin and Mr John Corcoran, Representative, Business Community.

Councillor Martin Rooney in the Chair

CHAIR'S REMARKS

The Chair, Councillor Rooney, welcomed everyone to the meeting and paid tribute to Councillor Calvert, for all his hard work and dedication as Chair of the Committee over the past eighteen months. The Committee concurred with Councillor Rooney's remarks.

MINUTES OF PREVIOUS MEETINGS

The Minutes of Meetings of the Audit & Performance Review Committee held on 10 September 2008 (Ordinary) and 25 September 2008 (Special) were submitted and approved as a correct record of those meetings.

RISK MANAGEMENT FRAMEWORK

A report was submitted by the Executive Director of Corporate Services informing of the next phase of integrating the risk management framework necessary for embedding risk management into the everyday management process.

After discussion and having heard the Section Head – Risk Management in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to approve the implementation of the proposals outlined in the Main Issues section of the report;
- (2) that the relevant parts of the Strategic Risk Report be submitted to the appropriate Service Committees, in order that any actions that required to be taken could be progressed without delay; and
- (3) that the risk associated with failure to comply with the Fire Scotland Act would be addressed by the appropriate Service Committee and that the Audit & Performance Review Committee would be kept informed with regular progress reports.

STATUTORY PERFORMANCE INDICATORS

A report was submitted by the Chief Executive reviewing performance of the Statutory Performance Indicators (SPIs) for 2007-08.

After discussion and having the Chief Executive and the Section Head (Performance Management) in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note the contents of the report;
- (2) that a report be prepared for a future meeting of the Corporate and Efficient Governance Committee giving further information, including an action plan if considered appropriate, on Indicator CM5-The cost of collecting Council Tax per dwelling;
- (3) to note the terms of the discussion that had taken place in respect of the downward trend in Indicator CM1b-Percentage of days lost due to sickness for craft employees, which would be looked at in further detail by the Chief Executive given that it may be related to the consolidation of pay for craft workers which was implemented in April 2007; and
- (4) that a report be prepared for a future meeting of the Housing, Environment and Economic Development Committee giving further information, including an action plan if considered appropriate, on Indicators HS1ci, HS1cii and HS1ciii-Percentage of second, third and fourth priority housing response repairs completed within the target time, respectively.

STATUTORY PERFORMANCE INDICATOR CONSULTATION

A report was submitted by the Chief Executive presenting responses to Audit Scotland's consultation on the Statutory Performance Indicators (SPIs) for 2009-10 and requesting comment on the proposals.

It was noted that the deadline date for consultation responses of 14 December 2008 stated in the report was incorrect and that the actual date should read 14 November 2008.

After discussion and having heard the Section Head (Performance Management) and the Chief Executive in elaboration and in answer to Members' questions, the Committee agreed:-

- (1) to remit the report to the Council meeting in November for consideration;
- (2) that officers be requested to give a holding response to Audit Scotland in the interim period; and
- (3) that Members be requested to send any comments they had meantime to the Section Head (Performance Management) for inclusion in the Council's draft response on this matter, to be approved by Council at its meeting on 26 November 2008.

A&PRC – MONITORING ROLE – WEST DUNBARTONSHIRE COMMUNITY PLANNING PARTNERSHIP

A report was submitted by the Chief Executive seeking to define the role of the Audit & Performance Review Committee (A&PRC) in monitoring Community Planning in West Dunbartonshire.

After discussion and having heard the Chief Executive and the Section Head (Performance Management) in further explanation and in answer to Members' questions, the Committee requested that Council clarify the Committee's remit in relation to Community Planning by agreeing that:-

- (a) the A&PRC has a particular role in monitoring whether the Council is meeting its commitments in terms of its contribution to the Community Plan, (and more recently the Single Outcome Agreement). This should be the subject of an annual report to the A&PRC;
- (b) the A&PRC has a particular role in monitoring the Council's lead role in Community Planning, (particularly in relation to the points set out in paragraph 3.3 of the report). This should be the subject of an annual report to the A&PRC; and

- (c) in the event that points (a) and (b) above are approved by Council, it is recommended that the remit of the A&PRC set out in the Standing Orders should be amended accordingly.

It was also agreed that a report be prepared for a future meeting of the Housing, Environment and Economic Development Committee in relation to Local Outcome 09-6-Improved road safety having regard to particular concern that was expressed at the meeting in relation to the increase in road accident fatalities/injuries affecting children.

INTERNAL AUDIT ACTION PLANS TO 30 SEPTEMBER 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 August 2008 to 30 September 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 and relevant officers in elaboration and in answer to Members' questions, the Committee agreed:-

- (1) that a report be prepared for consideration at a future meeting of the Housing, Environment and Economic Development Committee in respect of the requirement, identified following an Internal Audit investigation, to have a list compiled showing the correct rents for different property types which would seek to ensure that every property had been charged out at the correct rent; and
- (2) otherwise to note the contents of the report.

ACTIVITY ON WHISTLEBLOWING HOTLINE TO 30 SEPTEMBER 2008

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

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

INTERNAL AUDIT PROGRESS REPORT TO 30 SEPTEMBER 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 in further explanation and in answer to Members' questions, it was agreed:-

- (1) to pass on the Committee's thanks to officers for their imaginative scheme to train and develop staff in the Internal Audit section to become Internal Auditors; and
- (2) to otherwise note the contents of this report.

The meeting closed at 11.18 a.m.