

## **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, 12 October 2011 at 9.00 a.m.

**Present:** Councillors George Black, Jim Brown, Geoff Calvert, Jonathan McColl, Craig McLaughlin, John Millar, Lawrence O'Neill and Martin Rooney and Mr Francis McNeill, Representative of Community Councils.

**Attending:** David McMillan, Chief Executive; Joyce White, Executive Director of Corporate Services; David Amos, Interim Executive Director of Corporate Services; Lorraine Coyne, Head of Audit, Performance & Strategic Planning; Stephen West, Head of Finance and Resources; Colin McDougall, Manager of Risk & Performance; Joe Gillespie, Section Head (Operations); and Craig Stewart, Committee Officer, Legal, Democratic and Regulatory Services.

**Apologies:** Apologies for absence were submitted on behalf of Councillors Craig McLaughlin and John Millar.

### **Councillor Martin Rooney in the Chair**

#### **CHAIR'S REMARKS**

Councillor Rooney, Chair, advised the Committee that there would be a Special Meeting of the Committee on 19 September at 12 noon in order to consider the Final Audit Report by KPMG. The position was noted in relation thereto.

Councillor Rooney also took the opportunity to introduce Mr David Amos, Interim Executive Director of Corporate Services to the meeting.

#### **DECLARATIONS OF INTEREST**

It was noted that there were no declarations of interest in any of the items of business on the agenda at this point in the meeting.

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

The Minutes of Meeting of the Audit & Performance Review Committee held on 10 August 2011 were submitted and approved as a correct record.

## **NATIONAL FRAUD INITIATIVE 2010/11**

A report was submitted by the Chief Executive advising of the progress being made in investigating matched datasets provided to the Council as a result of the National Fraud Initiative 2010/11.

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

### **INTERNAL AUDIT ACTION PLANS ISSUED DURING THE PERIOD FROM 15 JULY TO 14 SEPTEMBER 2011 AND REVIEW OF PROGRESS IN ACTIONING RECOMMENDATIONS CONTAINED WITHIN INTERNAL AUDIT AND EXTERNAL AUDIT REPORTS**

A report was submitted by the Chief Executive:-

- (1) presenting the Internal Audit Section action plans issued to directorates during the period from 15 July to 14 September 2011; and
- (2) advising of the progress being made in actioning recommendations contained within key Internal Audit and External Audit reports which management have committed to implementing.

Having heard the Head of Audit Performance & Strategic Planning in elaboration and in answer to Members' questions, the Committee agreed to note the contents of the report.

### **KEY CORPORATE PERFORMANCE INDICATORS FOR THE YEAR 2010/11**

A report was submitted by the Chief Executive reviewing the performance of the Key Corporate Performance Indicators for 2010/11.

After discussion and having heard the relevant officers in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note the terms of the discussion that had taken place in respect of this matter;
- (2) to note that with regard to Key Corporate Performance Indicator ED/QI/007 – Primary 5-14 Reading (percentage of pupils in P3, P4, P6 & P7 achieving the appropriate 5-14 level for their stage in Reading), this matter would be reported to a future meeting of the Education and Lifelong Learning Committee and thereafter to the Audit & Performance Review Committee;

- (3) that, in view of (2) above, a Briefing Note should be sent to all Elected Members providing more detailed information in respect of attainment levels and concerns expressed by Members in relation to the lack of progress in identifying a new Indicator that would address this particular issue; and
- (4) to note the use of SPI 1 and SPI 2 measures as the basis for a 2010/11 Public Performance Report - which was due to be published by the end of September 2011.

### **KEY CORPORATE PERFORMANCE INDICATORS FOR QUARTER 1: 2011/12**

A report was submitted by the Chief Executive reviewing the performance of the Key Corporate Performance Indicators for 2011/12, Quarter 1.

After discussion and having heard the Manager of Risk & Performance in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note that the Executive Director of Corporate Services would report back to the Corporate Management Team with a view to improving certain of the timelines contained in the report; and
- (2) otherwise to note the terms of the report.

### **PROGRESS OF ACTION PLANS FOR THE REVENUE BUDGET PROPOSALS**

A report was submitted by the Chief Executive presenting an update in relation to the action plans drawn up from the Revenue Budget proposals agreed by Council in February 2008, February 2009, January 2010 and February 2011.

After discussion and having heard the Manager of Risk & Performance in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note that Members would assist in the process of rationalisation of action plans by engaging in the planned Corporate and Departmental consultation for 2012/13; and
- (2) otherwise to note the contents of the report.

The meeting closed at 9.40 a.m.