

## **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, 16 March 2011 at 10.00 a.m.

**Present:** Councillors George Black, Jim Brown, Geoff Calvert, Jonathan McColl\*, Craig McLaughlin, John Millar and Martin Rooney.

\*Arrived later in the meeting.

**Attending:** David McMillan, Chief Executive; Lorraine Coyne, Head of Audit, Performance & Strategic Planning; Colin McDougall, Manager of Risk & Performance; Joe Gillespie, Section Head (Operations); Gillian McNeilly, Finance Manager; Jim Leitch, Internal Auditor; Norman Firth, Criminal Justice Partnership Manager; and Scott Kelly, Committee Officer, Legal, Administrative and Regulatory Services.

**Also**

**Attending:** Dr Keith Macpherson, Senior Manager, and John McNellis, Assistant Manager, KPMG LLP.

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

#### **DECLARATIONS OF INTEREST**

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

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

The Minutes of Meeting of the Audit & Performance Review Committee held on 12 January 2011 were submitted and approved as a correct record.

After discussion and having heard the Chief Executive and the Finance Manager in answer to questions from a Member, the Committee agreed:-

- (1) with reference to the item under the heading, 'Minutes of Previous Meeting' (Page XXX refers), to note that a Briefing Note, providing information on a case involving a tenant who was reported to be continuing to deal drugs from a council property, had not yet been issued to Members and that the Chief Executive should raise this matter with the Housing, Environment and Economic Development Department;

- (2) with reference to the item under the heading, 'Treasury Management Annual Report 2009/10' (Page XXX refers), to note that a report on the provision of banking services had been submitted to a meeting of the Tendering Committee in January 2011 and that the Tendering Committee had agreed to approve the acceptance of the tender submitted by Clydesdale Bank plc; and
- (3) with reference to the item under the heading, 'Review of the Role of Lay Members in the Audit & Performance Review Committee' (Pages XXX refer), to note: (i) that one member of a local community group had expressed an interest in becoming a Lay Member of the Committee; and (ii) that a meeting of the Recruitment and Individual Performance Management Committee would be convened soon to consider appropriate ways to advertise the remaining vacant Lay Member positions.

### **AUDIT PLAN OVERVIEW 2010/11**

A report was submitted by the Executive Director of Corporate Services presenting KPMG LLP's Audit Plan Overview 2010/11.

Following discussion and having heard Dr Macpherson and the Chief Executive in further explanation and in answer to Members' questions , the Committee agreed:-

- (1) that a report should be submitted to the next meeting of the Committee providing an overview of the assets and liabilities of the pension schemes in which the Council participates, and in particular the implications for the Council of liabilities which are associated with the pensions of external bodies such as police and fire services; and
- (2) otherwise to note the contents of the report and its appendix.

Note: Councillor J. McColl entered the meeting during consideration of this item.

### **SICKNESS ABSENCE REPORTING – QUARTER 3 (2010/11)**

A report was submitted by the Executive Director of Corporate Services advising on the levels of employee sickness absence for the third Quarter 2010/11 (October, November and December 2010).

After discussion and having heard the Chief Executive in answer to Members' questions, the Committee agreed:-

- (1) to note the new sickness absence targets for West Dunbartonshire for 2010/11;
- (2) that the outcome of the consultation with the trades unions in respect of the new Attendance Management Policy should be reported to Members of the Committee; and

- (3) otherwise to note the contents of the report.

### **INTERNAL AUDIT ACTION PLANS ISSUED DURING THE PERIOD FROM 15 DECEMBER 2010 TO 14 FEBRUARY 2011**

A report was submitted by the Chief Executive presenting the Internal Audit Section action plans issued to directorates during the period from 15 December to 14 February 2011.

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

- (1) that, in the future, action plans which were submitted to the Committee should clearly state the target date for completion of an action and that an explanation should be provided when target dates are unlikely to be achieved; and
- (2) otherwise to note the contents of the report.

### **INTERNAL AUDIT PROGRESS REPORT TO 31 DECEMBER 2010**

A report was submitted by the Chief Executive advising of the work undertaken by the Internal Audit Section against the Audit Plan 2010/11.

Having heard Head of Audit, Performance & Strategic Planning in answer to a Member's question, the Committee agreed to note the contents of the report.

### **ACTIVITY ON WHISTLEBLOWING HOTLINE TO 31 DECEMBER 2010**

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

After discussion and having heard the Chief Executive and the Section Head (Operations) in answer to a Member's question, the Committee agreed:-

- (1) that a Briefing Note should be issued to Members of the Committee providing information on a case alleging that West Dunbartonshire Council was paying a grant towards a service which was being used by residents of a neighbouring authority; and
- (2) otherwise to note the contents of the report.

## **KEY CORPORATE PERFORMANCE INDICATORS FOR QUARTER 3: 2010/11**

A report was submitted by the Chief Executive reviewing the performance of the Key Corporate Performance Indicators for 2010/11, Quarter 3.

After discussion and having heard the Chief Executive in answer to Members' questions, Committee agreed:-

- (1) that a report providing further information on Performance Indicator SW/WR/001, 'Value of benefits maximised through representation from Welfare Rights Money Advice Service', should be submitted to a future meeting of the Committee;
- (2) that a report providing further information on Performance Indicator SH1b HS1diii, 'The overall percentage of repairs completed within the target time', should be submitted to a future meeting of the Committee; and
- (3) otherwise to note the contents 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 Budgets proposals agreed by Council in February 2008, February 2009, January 2010 and an initial presentation to Committee on the Revenue Budgets proposals agreed by Council in February 2011.

After discussion and having heard the Chief Executive and the Manager of Risk & Performance in answer to a Member's question, the Committee agreed:-

- (1) to note that it was important for officers to update the Covalent system as tasks were progressed to ensure that Members were presented with accurate information; and
- (2) to assist in the process of rationalisation of action plans by engaging in the planned Corporate and Departmental consultation for 2011/12.

## **KEY CORPORATE PERFORMANCE INDICATORS FOR 2011/12**

A report was submitted by the Chief Executive presenting proposals for changes to Key Corporate Performance Indicators for 2011/12.

Having heard the Criminal Justice Partnership Manager, the Committee noted that the West Dunbartonshire Community Health and Care Partnership had requested that Performance Indicators LITCJ002 and LITCJ003, as detailed in Appendix 1 to the report, should be removed and replaced with Performance Indicators LITCJ004, LITCJ005 and LITCJ006, details of which were submitted (tabled) to Members.

After discussion and having heard the Manager of Risk & Performance in answer to a Member's question, the Committee agreed:-

- (1) to note that, when a report in relation to this matter was submitted to the March 2011 meeting of Council, the report would incorporate the changes to the Key Corporate Performance Indicators described above; and
- (2) to note the proposed amendments to the Key Corporate Performance Indicators in 2011/12, as detailed in the report, and that there were now 107 measures.

### **STATUTORY PERFORMANCE INDICATORS – 2009/10: BENCHMARKING**

A report was submitted by the Chief Executive presenting analysis on the benchmarking of the 2009/10 Statutory Performance Indicators (SPIs) following the publication of Audit Scotland's comparative data.

After discussion and having heard the Chief Executive, the Committee agreed:-

- (1) to note that the Corporate Management Team had recently considered this matter and that Executive Directors would contact the best performing Scottish local authorities to seek guidance in improving the performance of West Dunbartonshire Council; and
- (2) otherwise to note the contents of the report.

The meeting closed at 11.25 a.m.