

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, 22 December 2004 at 10.00 a.m.

Present: Councillors Jackie Maceira, Margaret Bootland, Geoff Calvert and Gail Casey.

Attending: Tim Huntingford, Chief Executive; Gerry McInerney, Director of Corporate Services; Lynn Bradley, Head of Finance; Angela Clements, Head of Information Services; Lorraine Coyne, Manager of Audit; Vincent Gardiner, Manager of Exchequer; David Connell, Manager of Accounting; Jim Pow, Finance Manager (Housing and Technical Services); Stephen West, Manager of Resources (Social Work Services); Louise Love, Section Head (Operations), Internal Audit; Joe Gillespie, Senior Auditor, Internal Audit; Liz Cochrane, Policy Manager; David Webster, Section Head (Performance Management); May Simpson, Assistant Policy Officer; and Craig Stewart, Administrative Assistant, Legal and Administrative Services.

Also Attending: Angus Brown, Depute Senior Audit Manager, Audit Scotland.

Apologies: Apologies for absence were intimated on behalf of Councillor James McCallum and Elaine Barrowman, Senior Audit Manager, Audit Scotland.

Councillor Jackie Maceira in the Chair

RESIGNATION OF COUNCILLOR JIM BOLLAN

4505 After hearing the Convener, Councillor Maceira, it was noted that Councillor Jim Bollan had resigned from membership of the Audit & Performance Review Committee.

MINUTES OF PREVIOUS MEETING

4506 The Minutes of Meeting of the Committee held on 29 September 2004 were submitted and approved as a correct record.

FOLLOW UP REVIEW OF HOUSING RENTS SYSTEM

- 4507 With reference to the Minutes of Meeting of the Audit & Performance Review Committee held on 29 September 2004 (Page 1107, paragraph 3676 refers), a report was submitted by the Director of Housing and Technical Services advising of the progress being made in addressing the issues raised by Audit Scotland in their audit of the Housing Rents System.
- 4508 Having heard the Finance Manager in elaboration and in answer to Members' questions, the Committee agreed:-
- (1) to note the progress made to date in respect of this matter; and
 - (2) that this item would remain on the agenda of the Audit & Performance Review Committee until such time as the remaining outstanding issues had been resolved.

BEST VALUE: ACTION PLAN

- 4509 With reference to the Minutes of Meeting of the Audit and Performance Review Committee held on 29 September 2004 (Page 1108, paragraph 3680 refers), a report was submitted by the Chief Executive providing an update on the Best Value Action Plan following the 2004 Practice Submission and the Transitional Audit.
- 4510 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 note that a briefing seminar for Members on the Performance Management Framework was being arranged for February/March 2005; and
 - (2) otherwise to note the contents of the report.
- 4511 In relation to a point raised by Councillor Calvert concerning briefing information for Members on Best Value, the Section Head (Performance Management) advised that he would send Members an 'A-Z of Best Value' based on a booklet that had been issued, as guidance, to Councillors in Local Authorities in England and Wales.
- 4512 In relation to a point raised by Councillor Calvert concerning procurement strategy and bulk purchasing, having heard the Chief Executive, it was noted that this matter would continue to be kept under review, as necessary, in order that efficiency savings could be achieved.
- 4513 Having heard the Convener, Councillor Maceira, it was noted that a report on the Council's Risk Management Strategy would be submitted to appropriate Service Committees, as required.

AUDIT SCOTLAND REVIEW OF COUNCIL TAX BILLING AND COLLECTION SYSTEM

- 4514 With reference to the Minutes of the Audit & Performance Review Committee held on 29 September 2004 (Page 1111, paragraph 3698 refers), a report was submitted by the Director of Corporate Services advising of progress with the implementation of the Audit Scotland Action Plan issued in July 2004 relative to the Council Tax Billing and Collection System.
- 4515 After discussion and having heard the Manager of Exchequer in answer to Members' questions, the Committee agreed to note the progress made to date on the Audit Scotland Council Tax Billing and Collection System Action Plan.

AUDIT SCOTLAND REVIEW OF DEBTOR SYSTEM

- 4516 With reference to the Minutes of Meeting of the Audit & Performance Review Committee held on 29 September 2004 (Page 1111, paragraph 3700 refers), a report was submitted by the Director of Corporate Services advising of progress with the implementation of the Audit Scotland Action Plan issued in July 2004 relative to the Debtor System.
- 4517 Having heard the Manager of Exchequer in answer to Members' questions, the Committee agreed to note the progress made to date on the Audit Scotland Debtor System Action Plan.

AUDIT SCOTLAND REVIEW OF CAPITAL ACCOUNTING SYSTEM

- 4518 With reference to the Minutes of Meeting of the Audit & Performance Review Committee held on 29 September 2004 (Page 1111, paragraph 3702 refers), a report was submitted by the Director of Corporate Services advising of progress with the implementation of the Audit Scotland Action Plan issued in July 2004 relative to the Capital Accounting System.
- 4519 Having heard the Manager of Accounting, the Committee agreed to note the progress made to date on the Audit Scotland Capital Accounting System Action Plan.

MONITORING PUBLIC COMPLAINTS

- 4520 A report was submitted by the Chief Executive providing:-
- (a) a corporate overview of complaints and complaints processing for the period 1 April 2004 to 30 September 2004; and
 - (b) providing comparative data relating to the previous six month reporting periods.

4521 Having heard the Policy Manager and the Chief Executive in elaboration and in answer to Members' questions, the Committee agreed:-

- (1) to note the contents of the report; and
- (2) that the 'Outcome' column of the details of the complaints received, as shown in Appendix 1 to the report, would be reviewed in order that a consistency in description could be provided. It was agreed that the format currently used by Housing Services was one which all services should be encouraged to adopt.

THE ACCOUNTS COMMISSION PERFORMANCE INDICATORS 2003/2004

4522 A report was submitted by the Chief Executive informing on the final figures for the Accounts Commission statutory performance indicators for 2003/2004 and providing comparisons with the previous years' figures where applicable.

4523 Having heard the Policy Manager in elaboration and the Director of Corporate Services in answer to Members' questions, the Committee agreed to note the contents of the report.

DISASTER RECOVERY UPDATE

4524 A report was submitted by the Director of Corporate Services on the progress made in providing a Disaster Recovery response to computer outages.

4525 Having heard the Head of Information Services, the Committee agreed:-

- (1) to note the progress in providing a robust Disaster Recovery response to computer outages; and
- (2) that a report would be submitted to the next meeting of the Committee outlining a timetable for actions to be completed.

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

4526 A report was submitted 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.

4527 Having heard the Head of Finance and after discussion, it was agreed to continue consideration of this matter to the next meeting of the Committee in order that a representative of Social Work Services could be available to respond to Members' questions.

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

4528 A report was submitted 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.

4529 Having heard the Convener, Councillor Maceira, it was agreed to continue consideration of this matter to the next meeting of the Committee in order that a representative of Social Work Services could be available to respond to Members' questions.

**AUDIT SCOTLAND'S FOLLOW UP REVIEW OF DEALING WITH
OFFENDING BY YOUNG PEOPLE**

4530 A report was submitted by the Director of Corporate Services providing the findings of Audit Scotland's follow up review of Dealing with Offending by Young People.

4531 Having heard the Convener, Councillor Maceira, the Committee agreed that this report be remitted to the Criminal Justice Social Work Partnership Joint Committee for consideration.

INTERNAL AUDIT CHARTER

4532 A report was submitted by the Director of Corporate Services advising of the revised Internal Audit Charter.

4533 Having heard the Manager of Audit, the Committee agreed to note the contents of the report.

INTERNAL AUDIT PROGRESS REPORT TO 30 SEPTEMBER 2004

4534 A report was submitted by the Director of Corporate Services advising of the work undertaken by the Internal Audit Section against the Audit Plan 2004/2005.

4535 Having heard the Manager of Audit in elaboration and in answer to Members' questions, the Committee agreed:-

- (1) to note the contents of the report; and
- (2) that a report on the progress of auditing school funds would be submitted to the next meeting of the Committee for Members' consideration.

SICKNESS ABSCENCE STATISTICS – QUARTER 2 (2004/2005)

- 4536 A report was submitted by the Director of Corporate Services informing on the levels of employee absence during the 3 month period 1 July to 30 September 2004.
- 4537 Having heard the Director of Corporate Services in elaboration and in answer to Members' questions, the Committee agreed to note the contents of the report.

URGENT ITEM OF BUSINESS

- 4538 The Convener, in terms of Section 50B (4) (b) of the Local Government (Scotland) Act 1973, as inserted by the Local Government (Access to Information) Act, 1985, decided that the following item be considered as a matter of urgency on the grounds that the action to be taken required early consideration.

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

- 4539 With reference to the Minutes of Meeting of West Dunbartonshire Council held on 24 November 2004 (Page 1266, paragraph 4322 refers), the relevant excerpt Minute and report by the Head of Finance were submitted advising Members of Audit Scotland's report on the audit of West Dunbartonshire Council's accounts for 2003/04.
- 4540 Having heard the Head of Finance, it was agreed:-
- (1) to note the terms of the report;
 - (2) to note that responsibility for monitoring the action plan had been delegated to the Audit & Performance Review Committee; and
 - (3) to note that a progress report, giving the up-to-date position against the action plan, would be submitted for consideration at each and every meeting of the Committee.

VALEDICTORY, ETC.

- 4541 The Convener, Councillor Maceira, informed Members that this would be the last meeting of the Audit & Performance Review Committee which Ms. Lynn Bradley, Head of Finance, would attend as she was leaving the Council's service.
- 4542 Members took the opportunity to thank Ms. Bradley for her diligence and commitment during her time with West Dunbartonshire Council and wished her every success in the future. Ms. Bradley responded in appropriate terms.

4543 A warm welcome was then extended to Mr. David Connell who would be taking over from Ms. Bradley as Head of Finance.

COMPLIMENTS OF THE SEASON

4544 As this would be the last meeting of the Committee of 2004 the Convener, Councillor Maceira, took the opportunity to extend his best wishes to everyone for the forthcoming Festive Season.

The meeting closed at 11.38 a.m.