

## **AUDIT COMMITTEE**

At a Meeting of the Audit Committee held in Committee Room 2, Council Offices, Garshake Road, Dumbarton on Wednesday 20 November 2002 at 10.00 a.m.

**Present:** Councillors Craig McLaughlin, Danny McCafferty, Iain Robertson and John Syme.

**Attending:** Eric Walker, Director of Corporate Services; David Connell, Manager of Accounting; Vincent Gardiner, Manager of Exchequer; Lorraine Coyne, Manager of Audit; Moira Swanson, Research and Information Manager and Margaret Caldwell, Section Head, Arrears Benefit and Cash Control, Social Work and Housing Services and Lorraine Beveridge, Administrative Assistant.

**Apology:** An apology for absence was intimated on behalf of Councillor John Trainer.

**Councillor Craig McLaughlin in the Chair**

### **MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of the Audit Committee held on 21 August 2002 were submitted and approved as a correct record.

With reference to the item entitled 'Corporate Security Policy', having heard the Convener, the Committee noted that a meeting to discuss the operation of the Council's current Corporate Information and Communication Technology (ICT) Security Policy and Internet Policy had not yet taken place.

### **ACCOUNTS COMMISSION PERFORMANCE INDICATORS 2001/2002**

A report was submitted by the Chief Executive informing of the final figures for the Accounts Commission performance indicators for 2001/2002 and providing comparisons with previous years' figures where applicable.

After discussion and having heard the Director of Corporate Services and the other officers present in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) that detailed reports on the following Performance Information for 2001/2002, would be submitted for consideration to a special meeting of the Audit Committee;

- (i) Benefits Administration - Housing and Council Tax Benefit
  - (ii) Finance - Payment of Invoices
  - (iii) Housing
  - (iv) Social Work – Residential Accommodation: Staff Qualifications
  - (v) Planning – Householder Planning Applications
  - (vi) Education – Special Educational Needs
  - (vii) Libraries – Stock turnover and Use of Libraries; and
- (2) that the Scottish Wide Performance Indicators Figures, which were due to be published by the Accounts Commission in the near future, would also be submitted to the Special Meeting of the Committee to enable Members to make comparisons.

### **INTERNAL AUDIT PROGRESS REPORT TO 30 SEPTEMBER 2002**

A report was submitted by the Director of Corporate Services advising of the work undertaken by the Internal Audit Section against the Audit Plan 2002/2003.

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

### **ABSTRACT OF ACCOUNTS 2001/2002**

A report was submitted by the Director of Corporate Services on the audited Abstract of Accounts for the year to 31 March 2002

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

- (a) to note that the Accounts would be submitted to a Meeting of the Council to be held on 27 November 2002; and
- (b) otherwise to note the terms of the report.

### **HOUSING AND COUNCIL TAX BENEFIT; THE VERIFICATION FRAMEWORK**

A report was submitted by the Director of Social Work and Housing Services advising of the progress made on the introduction of Verification Framework.

In this respect, there was circulated for information, a Claim for Housing and Council Tax Benefit form.

After discussion and having heard the Section Head, Arrears Benefit and Cash Control in answer to Members' questions, the Committee agreed:-

- (1) that information in connection with provision of help to complete the aforementioned form, should be situation in large print at the top of the form;
- (2) to note that implementation of the Verification Framework on a phased basis would be delayed until the middle of November 2002, due to unavoidable delays with claim form printing; and
- (3) to note that the target to be fully compliant with the new claim module remained as 31 March 2003.

Councillor McCafferty left the meeting during discussion of the above item.

### **DATE OF SPECIAL MEETING**

It was agreed that a Special Meeting of the Committee would be held on Wednesday 15 January 2003 at 10.00 a.m.

The Meeting closed at 11.05 a.m.

