

WEST DUNBARTONSHIRE COUNCIL

Council Offices, Garshake Road, Dumbarton, G82 3PU

15 September 2006

**MEETING: AUDIT & PERFORMANCE REVIEW
COMMITTEE**

**WEDNESDAY, 20 SEPTEMBER 2006
COUNCIL CHAMBERS
MUNICIPAL BUILDINGS
STATION ROAD
DUMBARTON**

Dear Member,

Please attend a meeting of the **Audit & Performance Review Committee** to be held in the Council Chambers, Municipal Buildings, Station Road, Dumbarton on Wednesday, 20 September 2006 at 10.00 a.m.

The business is as shown on the enclosed agenda.

Yours faithfully

TIM HUNTINGFORD

Chief Executive

Distribution:

Councillor J Maceira (Convener)
Councillor M Bootland
Councillor J McCallum
Councillor G Casey
Councillor G Calvert
Councillor C McLaughlin
1 Opposition Vacancy

All other Councillors for information

Chief Executive
Director of Housing and Technical Services
Director of Education and Cultural Services
Acting Director of Social Work Services

AUDIT & PERFORMANCE REVIEW COMMITTEE

WEDNESDAY, 20 SEPTEMBER 2006

AGENDA

1. APOLOGIES

2. MINUTES OF PREVIOUS MEETING

(pages 1 - 7)

Submit, for approval as a correct record, Minutes of Meeting of the Audit & Performance Review Committee held on 21 June 2006.

3. AUDIT OF FINAL ACCOUNTS 2005/06

(pages 9 - 20)

Submit report by the Chief Executive advising of Audit Scotland's findings in relation to the audit of the Financial Statements for 2005/06.

4. TREASURY MANAGEMENT ANNUAL REPORT

(pages 21 - 29)

Submit report by the Chief Executive providing an update on treasury management during 2005/06.

5. INTERNAL AUDIT ANNUAL REPORT TO 31 MARCH 2006

(pages 31 - 35)

Submit report by the Chief Executive advising on the contents of the Assurance Statement given to the Head of Finance in support of the Statement of Internal Financial Control.

6. INTERNAL AUDIT PROGRESS REPORT TO 30 JUNE 2006

(pages 37 - 39)

Submit report by the Chief Executive advising of the work undertaken by the Internal Audit Section against the Audit Plan 2006/07.

7. ACTIVITY ON WHISTLEBLOWING HOTLINE

(pages 41 - 43)

Submit report by the Chief Executive advising of the level of activity on the whistleblowing hotline since its launch on 6 March 2006.

**8. REVIEW OF PROGRESS IN ACTIONING RECOMMENDATIONS
CONTAINED WITHIN INTERNAL AUDIT & EXTERNAL AUDIT REPORTS**

(pages 45 - 48)

Submit report by the Chief Executive advising of the progress being made in actioning recommendations contained within key Internal Audit and External Audit reports which departmental management have committed to implementing.

9. RISK MANAGEMENT PROGRESS REPORT

(pages 49 - 50)

Submit report by the Chief Executive providing further information on work carried out to implement the Council's Risk Management obligations.

10. STATUTORY PERFORMANCE INDICATORS

(pages 51 - 59)

Submit report by the Chief Executive providing a summary of the progress of the Statutory Performance Indicators for the year 05/06 and noting some issues relating to the reporting of these indicators.

11. BEST VALUE SERVICE REVIEWS AND CONTINUOUS IMPROVEMENT

(pages 61 - 64)

Submit report by the Chief Executive reviewing progress on the current Best Value Service review programme and noting progress on a Continuous Improvement Model.

12. MONITORING SCOTTISH EXECUTIVE STATUTORY RETURNS

(pages 65 - 69)

Submit report by the Chief Executive informing of the results of monitoring Scottish Executive statutory returns for the period 1 April 2005 to 31 March 2006.

13. EXTERNAL FUNDING PERFORMANCE

(pages 71 - 75)

Submit report by the Chief Executive providing an update on various matters in relation to External Funding performance.

14. EQUAL OPPORTUNITIES MONITORING OF WEST DUNBARTONSHIRE COUNCIL EMPLOYEES

(pages 77 - 90)

Submit report by the Chief Executive informing:-

- (a) of the monitoring by age, ethnicity, gender and disability of job applicants, staff in post across the Council and employees who receive training; and
- (b) on what further work was required in order to meet the Race Equality Scheme specific duty on Employment.

15. SICKNESS ABSENCE STATISTICS – QUARTER 1

(pages 91 - 97)

Submit report by the Chief Executive informing on the levels of employee absence during the 3 month period 1 April to 30 June 2006.

For information on the above agenda please contact Craig Stewart, Administrative Officer, Legal and Administrative Services, Council Offices, Garshake Road, Dumbarton, G82 3PU. Tel: (01389) 737251.
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