

## **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, 13 February 2008 at 10.00 a.m.

**Present:** Councillors Jim Brown, Geoff Calvert, Jim McElhill, John Millar and Martin Rooney.

**Attending:** David McMillan, Chief Executive; Joyce White, Executive Director of Corporate Services; David Connell, Head of Finance and ICT; Lorraine Coyne, Manager of Audit; Liz Cochrane, Principal Policy Officer; David Webster, Section Head (Performance Management); and Craig Stewart, Committee Officer, Legal, Administrative and Regulatory Services.

**Also Attending:** Grant Macrae, Director, KPMG LLP and Keith Macpherson, Manager, KPMG LLP.

**Apologies:** Apologies for absence were submitted on behalf of Councillors George Black, Margaret Bootland and Craig McLaughlin.

**Councillor Geoff Calvert in the Chair**

### **MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of the Audit & Performance Review Committee held on 12 December 2007 were submitted and approved as a correct record.

### **AUDIT PLANNING MEMORANDUM 2007/08**

A report was submitted by the Executive Director of Corporate Services presenting, for information, KPMG LLP's Audit Planning Memorandum 2007/08.

Having heard Mr. Macrae, Director, KPMG LLP and the Chief Executive in explanation of the Audit Planning Memorandum 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 the actions that required to be taken by officers in respect of providing reports to the next meeting of the Committee on (i) procurement and managing assets, (ii) significant trading operations, (iii) debtor and bad debt provision and (iv) National Fraud Initiative;
- (3) to note that a briefing for Members would be provided in respect of the second phase of the Council's schools estate strategy; and
- (4) to continue consideration of the report to the next meeting of the Committee, in order to give Members a further opportunity to consider the content of the Audit Planning Memorandum further.

### **ELECTED MEMBERS – TRAINING REQUIREMENTS FOR AUDIT AND SCRUTINY**

A report was submitted by the Chief Executive requesting Members to identify further training requirements which would support their involvement in audit and scrutiny.

In this connection, information sheets on a range of courses, provided by CIPFA, in the areas of Procurement, Audit Committee training and Governance were circulated for Members' information.

After discussion and having heard the Principal Policy Officer in further explanation, the Committee agreed:-

- (1) that group leaders would be requested to raise the issue with their respective groups, with a view to returning the necessary information which would allow a further programme to be developed; and
- (2) that groups would be asked to consider the best approach to agreeing times and venues for training which would suit the greatest number of Elected Members.

### **STATUTORY PERFORMANCE INDICATORS - QUARTER 3**

A report was submitted by the Chief Executive reviewing performance of the Statutory Performance Indicators (SPIs) for Q3 (September – December 2007).

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) that any SPIs which were 'Red' in terms of their traffic light status and which showed either a downward short or long term trend would be referred to the relevant Service Committee with a request for a report back to the Audit & Performance Review Committee on the action to be taken;

- (2) to note that, in view of (1) above, some consideration would require to be given to reviewing the timetabling of Committee meetings; and
- (3) otherwise to note the contents of the report.

### **ORGANISATIONAL RELATIONSHIPS PROTOCOL – INTERNAL AUDIT**

A report was submitted by the Chief Executive advising of the protocol to be followed by Council management and Internal Audit in dealing with third parties.

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

### **POLICY FOR THE DISCLOSURE OF INTERNAL AUDIT RECORDS**

A report was submitted by the Chief Executive advising of the Policy for the disclosure of Internal Audit records.

Having heard the Manager of Audit, the Committee agreed to note the report and appendix.

### **ACTIVITY ON WHISTLEBLOWING HOTLINE**

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

After discussion and having heard the Manager of Audit in elaboration and in answer to Members' questions, the Committee agreed to note the developments in relation to the Council's Whistleblowing Hotline.

### **INTERNAL AUDIT ACTION PLANS TO 31 DECEMBER 2007**

A report was submitted by the Chief Executive presenting the Internal Audit Section, system and computer audit, action plans issued to directorates from 1 October 2007 to 31 December 2007.

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

- (1) to note the contents of the report; and
- (2) to note that, in future, this report would be combined with the immediately following report on 'Review of Progress in Actioning High Priority Recommendations contained within Internal Audit and External Audit reports'.

## **REVIEW OF PROGRESS IN ACTIONING HIGH PRIORITY RECOMMENDATIONS CONTAINED WITHIN INTERNAL AUDIT AND EXTERNAL AUDIT REPORTS**

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

The Committee agreed to note the contents of the report.

### **INTERNAL AUDIT PROGRESS REPORT TO 31 DECEMBER 2007**

A report was submitted by the Chief Executive advising of the work undertaken by the Internal Audit Section against the Audit Plan 2007/08.

After discussion and having heard the Manager of Audit, the Committee agreed to note the report.

The meeting closed at 11.34 a.m.