

AUDIT & PERFORMANCE REVIEW COMMITTEE

At a meeting of the Audit & Performance Review Committee held in the Council Chambers, Council Offices, Rosebery Place, Clydebank on Wednesday 26 November 2003 at 10.00 a.m.

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

Attending: Eric Walker, Director of Corporate Services; Lynn Bradley, Head of Finance; Lorraine Coyne, Manager of Audit; Jim Pow, Manager of Resources (Social Work and Housing Services); Liz Cochrane, Principal Policy Officer; Lewis Morrison, Policy Officer (Best Value); Amanda Watson, Policy Officer (Performance Review & Corporate Planning) and Nuala Borthwick, Administrative Assistant, Legal and Administrative Services.

Also Attending: Gavin Stevenson, Chief Auditor; Elaine Barrowman, Senior Audit Manager and Angus Brown, Audit Senior, Audit Scotland.

Apologies: An apology for absence was intimated on behalf of Councillor Jim Bollan.

Councillor Jackie Maceira in the Chair

MINUTES OF PREVIOUS MEETING

1180 The Minutes of the Meeting of the Committee held on 27 August 2003 were submitted and approved as a correct record.

1181 With reference to the item headed, Managing the Relationship with Arms' Length Organisations (Pages 219/220, paragraph 474 refers), the Committee noted that a report on the matter would be submitted to the meeting of the Committee to be held on 25 February 2004, and not the current meeting as recorded in the minutes.

AUDIT SCOTLAND'S FINAL AUDIT REPORT TO MEMBERS 2002/2003

1182 A report was submitted by the Director of Corporate Services advising of Audit Scotland's final report to Members 2002/2003.

1183 Having heard the Director of Corporate Services and the Chief Auditor, Audit Scotland in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) that the Housing Revenue Account Budget be included as a standing item on the agenda of the Audit and Performance Review Committee; and
- (2) otherwise to note the contents of the report.

MONITORING PUBLIC COMPLAINTS

1184 A report was submitted by the Chief Executive providing a corporate overview of complaints and complaints processing for the period 1 April 2003 to 30 September 2003 and comparative data relating to previous six month reporting periods.

1185 Having heard the Policy Officer (Performance Review & Corporate Planning) in further explanation of the report and following discussion, the Committee agreed:-

- (1) that the Policy Officer (Performance Review and Corporate Planning) would liaise with departmental Complaints Co-ordinators to investigate the options for recording and monitoring stage 1 complaints;
- (2) that a report on item 1 above be submitted to a future meeting of the Audit and Performance Review Committee; and
- (3) otherwise to note the contents of the report.

THE ACCOUNTS COMMISSION PERFORMANCE INDICATORS 2002/2003

1186 A report was submitted by the Chief Executive informing Members of the final figures for the Accounts Commission Performance Indicators for 2002/2003 and providing comparisons with previous years' figures where applicable.

1187 Having heard the Director of Corporate Services, the Committee agreed to note the contents of the report.

BEST VALUE REVIEW IMPLEMENTATION PLAN

1188 A report was submitted by the Chief Executive introducing an implementation plan for the continuation of the Council's programme of Best Value reviews, focusing on the role of the Audit and Performance Review Committee.

1189 Having heard the Policy Officer (Best Value), the Committee agreed:-

- (1) to recommend the review implementation plan to full Council;

- (2) to note that a draft programme of service reviews for 2004/2005 together with Best Value reviews on Community Safety Partnership and Access for People with Disabilities would be presented to the next meeting of the Committee; and
- (3) otherwise to note the contents of the report.

INTERNAL AUDIT PROGRESS REPORT TO 30 SEPTEMBER 2003

- 1190 A report was submitted by the Director of Corporate Services advising of work undertaken by the Internal Audit Section against the Audit Plan 2003/2004.
- 1191 Having heard the Manager of Audit in further explanation, the Committee agreed to note the contents of the report.

INTERNAL AUDIT PERFORMANCE INDICATORS 2002/2003

- 1192 A report was submitted by the Director of Corporate Services advising of the Performance Indicators for 2002/2003 produced by the Internal Audit Section.
- 1193 Having heard the Director of Corporate Services and the Manager of Audit in further explanation and in answer to Members' questions, the Committee agreed to note the contents of the report.

INTERNAL AUDIT CHARTER

- 1194 A report was submitted by the Director of Corporate Services advising of the revised Internal Audit Charter.
- 1195 Having heard the Manager of Audit in further explanation, the Committee agreed to note the contents of the report.

ANTI-FRAUD & CORRUPTION STRATEGY

- 1196 A report was submitted by the Director of Corporate Services advising of the Council's Anti-Fraud & Corruption Strategy.
- 1197 Having heard the Director of Corporate Services in further explanation, the Committee agreed to note the contents of the report.

The meeting closed at 11.10 a.m.