

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, 11 June at 10.00 a.m.

Present: Councillors George Black, Jim Brown, Geoff Calvert, Jonathan McColl, Craig McLaughlin, John Millar and Martin Rooney and John Corcoran, Representative, Business Community, Mr Francis McNeill, Representative, Community Councils and Ms Selina Ross, Representative, Voluntary Sector.

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

Also Attending: Dr Keith Macpherson, Manager, KPMG LLP.

Apologies: Apologies were submitted on behalf of Councillor Margaret Bootland and Hugh O'Donnell, Representative, Tenants and Residents Groups.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Audit & Performance Review Committee held on 16 April 2008 were submitted and approved as a correct record.

LAY MEMBERSHIP OF THE AUDIT & PERFORMANCE REVIEW COMMITTEE (A&PRC)

A report was submitted by the Chief Executive outlining some issues which required clarification regarding the role of lay members, and also informing members of the decision taken by Council on these matters at its meeting on 28 May 2008.

After discussion and having heard the Committee Officer, the Committee agreed to note the decision made by Council on 28 May 2008.

WEST DUNBARTONSHIRE COMMUNITY PLANNING PARTNERSHIP – KEY DEVELOPMENTS

A report was submitted by the Chief Executive providing Committee with an update on key developments within West Dunbartonshire Community Planning Partnership (CPP).

It was noted that progress and key issues were normally reported to the Committee on a quarterly basis, following CPP board meetings. However, given the review of Community Planning governance structures and staffing which was noted as nearing completion at the previous meeting of the Committee on 16 April, Members had requested that an update should be provided to this meeting. It was also noted that the most recent CPP Board meeting took place on 12 May 2008.

After discussion and having heard the Chief Executive and the Principal Policy Officer in further explanation and in answer to Members' questions, it was agreed:-

- (1) to note the contents of the report;
- (2) to note the terms of the discussion that had taken place in respect of this matter; and
- (3) that members of the Committee be sent background information in relation to community support bases which were in the process of being gathered.

STATUTORY PERFORMANCE INDICATORS

A report was submitted by the Chief Executive reviewing performance of the Statutory Performance Indicators (SPIs) for 2007-08.

After discussion and having heard the Section Head (Performance Management) in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note the performance of the SPIs on the basis outlined in the report;
- (2) to note the terms of the discussion that had taken place in respect of Committee timescales and reporting poorly performing indicators to appropriate Service Committees, etc.;
- (3) to participate in a planned research project, that had been initiated by Strathclyde University, into the role of Elected Members in performance scrutiny; and

**INTERNAL AUDIT ACTION PLANS TO 31 MARCH 2008 AND REVIEW OF
PROGRESS IN ACTIONING RECOMMENDATIONS CONTAINED WITHIN
INTERNAL AUDIT AND EXTERNAL AUDIT REPORTS**

A report was submitted by the Chief Executive:-

- (a) presenting the Internal Audit Section, system action plans issued to directorates from 1 March 2008 to 31 March 2008; and
- (b) advising of the progress being made in actioning recommendations contained within key Internal Audit and External Audit reports which management have committed to implementing.

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

INTERNAL AUDIT PLAN 2008/09

A report was submitted by the Chief Executive advising of the planned programme of work for the Internal Audit Section for the year 2008/09.

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

**SICKNESS ABSENCE STATISTICS – QUARTER 4 (JANUARY 2008 – MARCH
2008) AND ANNUAL RETURN 2007/2008**

A report was submitted by the Executive Director of Corporate Services advising on the levels of employee absence during the 3 month period 1 January 2008 to 31 March 2008 and providing annualised statistical information.

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

- (1) to note the contents of the report;
- (2) that future reports would include actions taken by departments to maximise attendance; and
- (3) to note the terms of the discussion that had taken place in respect of this matter.

**INTERIM MANAGEMENT REPORT – INFORMATION TECHNOLOGY
CONTROLS – 2007/08**

A report was submitted by the Executive Director of Corporate Services presenting KPMG LLP's findings in relation to their review of information technology controls for 2007/08.

After discussion and having heard the Manager, KPMG LLP in further explanation and relevant officers in answer to Members' questions, the Committee agreed to note the report and appendix.

The meeting closed at 11.56 a.m.