

WEST DUNBARTONSHIRE COUNCIL

Council Offices, Garshake Road, Dumbarton, G82 3PU

19 February 2004

**MEETING: AUDIT & PERFORMANCE REVIEW
 COMMITTEE**

**WEDNESDAY, 25 FEBRUARY 2004
COUNCIL CHAMBERS
MUNICIPAL BUILDINGS
DUMBARTON ROAD
CLYDEBANK**

Dear Sir/Madam

Please attend a meeting of the **Audit & Performance Review Committee** to be held in the Council Chambers, Municipal Buildings, Dumbarton Road, Clydebank on Wednesday, 25 February 2004 at 11.00 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
Councillor J Bolla

All other Councillors for information

Chief Executive
Director of Corporate Services
Director of Economic, Planning and Environmental Services
Director of Commercial and Technical Services
Director of Education and Cultural Services
Director of Social Work and Housing Services

AUDIT & PERFORMANCE REVIEW COMMITTEE

WEDNESDAY, 25 FEBRUARY 2004

AGENDA

1. APOLOGIES

2. MINUTES OF PREVIOUS MEETING

(Copy enclosure pages 1 - 3)

Submit, for approval as a correct record, Minutes of Meeting of the Audit & Performance Review Committee held on 26 November 2003.

3. MANAGING THE RELATIONSHIP WITH ARMS' LENGTH ORGANISATIONS

(Copy enclosure pages 5 - 7)

With reference to the Minutes of Meeting of the Committee held on 26 November 2003 (Page 399, paragraph 1181 refers), submit report by the Director of Corporate Services providing an update on the progress made in respect of the management of the relationship between the Council and arms' length organisations.

4. PROPOSALS FOR BEST VALUE REVIEWS IN 2004/5

(Copy enclosure pages 9 - 15)

With reference to the Minutes of Meeting of the Committee held on 26 November 2003 (Pages 400/401, paragraph 1189 refers), submit report by the Chief Executive providing information on the proposed Best Value reviews for 2004/2005.

5. BEST VALUE STRATEGIC REVIEW OF ACCESS FOR PEOPLE WITH A DISABILITY

(Copy enclosure pages 17 - 26)

With reference to the Minutes of Meeting of the Committee held on 26 November 2003 (Pages 400/401, paragraph 1189 refers), submit report by the Director of Commercial and Technical Services advising:-

- (a) that a Best Value Strategic Review was undertaken to consider how accessible Council buildings and services were for people with a disability; and
- (b) that the review had now been concluded and an action plan had been prepared for consideration by the Committee.

6. BEST VALUE REVIEW OF THE COMMUNITY SAFETY PARTNERSHIP

(Copy enclosure pages 27 - 44)

With reference to the Minutes of Meeting of the Committee held on 26 November 2003 (Pages 400/401, paragraph 1189 refers), submit report by the Director of Economic, Planning and Environmental Services providing information on the final report from the Best Value review of the West Dunbartonshire Community Safety Partnership.

7. UPDATE ON THE SAFFRON HOUSING RENTS SYSTEM

(Copy to follow)

With reference to the Minutes of Meeting of the Committee held on 26 November 2003 (Pages 399/400, paragraph 1183 refers), submit report by the Director of Corporate Services on the above.

8. MONITORING EQUAL OPPORTUNITIES

(Copy enclosure pages 45 - 84)

Submit report by the Chief Executive informing of the outcome of monitoring equal opportunities at a departmental/service level.

9. COUNCIL TAX SERVICE – BEST VALUE REVIEW

(Copy enclosure pages 85 - 93)

Submit report by the Director of Corporate Services on the review of Council Tax practices and performance undertaken over the past 18 months and presenting recommendations regarding service delivery.

10. DEPARTMENTAL RISK REGISTERS

(Copy enclosure pages 95 - 96)

Submit report by the Director of Corporate Services providing an update on the development of departmental risk registers.

11. PROGRESS AGAINST AUDIT ACTION PLAN 2002/03

(Copy enclosure pages 97 - 100)

Submit report by the Director of Corporate Services providing a progress report on the actions taken by officers in response to the recommendations contained in Audit Scotland's 2002/03 report to Members.

12. AUDIT PLANNING MEMORANDUM 2003/04

(Copy enclosure pages 101 - 121)

Submit report by the Director of Corporate Services presenting Audit Scotland's Audit Planning Memorandum 2003/04 to the Committee for information.

13. INTERNAL AUDIT PROGRESS REPORT TO 31 DECEMBER 2003

(Copy enclosure pages 123 - 124)

Submit report by the Director of Corporate Services advising of the work undertaken by the Internal Audit Section against the Audit Plan 2003/04.

14. SICKNESS ABSENCE STATISTICS – QUARTER 3: 2003/2004

(Copy enclosure pages 125 - 129)

Submit report by the Director of Corporate Services informing on the levels of employee absence during the 3 month period 1 October 2003 – 31 December 2003.

For information on the above agenda please contact Craig Stewart, Administrative Assistant, Legal and Administrative Services, Council Offices, Garshake Road, Dumbarton, G82 3PU. Tel: (01389) 737251. Email: craig.stewart@west-dunbarton.gov.uk.