

## AUDIT & PERFORMANCE REVIEW COMMITTEE

At a Meeting of the Audit & Performance Review Committee held in Meeting Room 3, Council Offices, Garshake Road, Dumbarton on Wednesday, 20 December 2006 at 10.00 a.m.

**Present:** Councillors Geoff Calvert and Jackie Maceira.

**Attending:** David McMillan, Chief Executive; Stephen Brown, Head of Legal and Administrative Services; David Connell, Head of Finance; Angela Clements, Head of ICT & Business Development; Lorraine Coyne, Manager of Audit; John Duffy, Section Head, Risk Management; Colin McDougall, Section Head, Internal Audit; Joe Gillespie, Section Head (Operations); David Webster, Section Head (Performance Management); Sandra Love, Head of Service, Education and Cultural Services; Sandra Brysland, Policy Development Officer, Education and Cultural Services; Moira Swanson, Research and Information Manager, Social Work Services; Jeff Stobo, Strategy Manager, Housing, Regeneration and Environmental Services; Anne Clegg, Policy Officer, Community and Consultation, Policy Unit and Lorraine Beveridge, Administrative Assistant, Legal and Administrative Services.

**Also Attending:** Fiona Kordiak, Acting Director of Audit (Local Government), Audit Scotland; Elaine Barrowman, Senior Audit Manager, Audit Scotland; Grant Macrae, Director, KPMG LLP and Keith Macpherson, Manager, KPMG LLP.

**Apologies:** Apologies were intimated on behalf of Councillors Margaret Bootland, Gail Casey, James McCallum and Craig McLaughlin.

### Councillor Jackie Maceira in the Chair

#### MINUTES OF PREVIOUS MEETING

10929 The Minutes of Meeting of the Audit & Performance Review Committee held on 20 September 2006 were submitted and approved as a correct record.

#### RISK MANAGEMENT PROGRESS REPORT

10930 A report was submitted by the Chief Executive providing further information on work carried out to implement the Council's Risk Management obligations.

10931 After discussion and having heard the Chief Executive and Officers in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note that from January 2007 a Risk Analysis Section would be inserted into the standard committee report template;
- (2) to note that a report on Risk Management Improvement Plans for High and Medium Risk would be submitted to a future meeting of the Audit & Performance Review Committee Committee; and
- (3) to note the progress being made in the development of the Council's Risk Management Programme.

### **BEST VALUE SERVICE REVIEWS**

10932 A report was submitted by the Chief Executive reviewing progress on the current Best Value Service Review programme.

10933 After discussion and having heard the Chief Executive and the Section Head (Performance Management) in answer to Members' questions, the Committee agreed:-

- (1) to note that, in light of a recent announcement by the Communities Minister in relation to West Dunbartonshire Council's housing management services, a report would be submitted to the next meeting of Council; and
- (2) otherwise to note the contents of the report.

### **CONTINUOUS IMPROVEMENT AND THE NEW PUBLIC SERVICES IMPROVEMENT FRAMEWORK (PSIF)**

10934 A report was submitted by the Chief Executive reviewing progress on developing a continuous improvement framework and in particular reviewing the new Public Sector Improvement Framework (PSIF).

10935 After discussion and having heard the Section Head (Performance Management) in further explanation and in answer to Members' questions, the Committee agreed to approve, in principle, the adoption of the PSIF as the Council's continuous improvement framework.

### **EFFICIENT GOVERNMENT PROGRESS REPORT**

10936 A report was submitted by the Chief Executive reviewing progress on implementing the Council's Efficient Government Strategy.

10937 After discussion and having heard the Head of Finance and the Section Head (Performance Management) in answer to Members' questions, the Committee agreed:-

- (1) to note that the Head of Finance would provide Councillor Calvert with further details on the purchasing cards pilot;
- (2) that, in respect of savings made by the Council in relation to procurement, to enable Council to engage with Trade Unions at an early date, regular reports on the potential impact on staff would be submitted to the Committee timeously; and
- (3) otherwise to note the contents of the report.

### **STATUTORY PERFORMANCE INDICATORS**

10938 A report was submitted by the Chief Executive reviewing performance of the Statutory Performance Indicators (SPIs) for Q2 (July-September 2006).

10939 After discussion and having heard the Chief Executive and Officers in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note that an additional part of the Best Value Audit Improvement Plan was that an action plan for SPIs, which required to be addressed, would be reported to the Council; and
- (2) otherwise to note the contents of the report.

### **KEY PERFORMANCE INDICATORS**

10940 A report was submitted by the Chief Executive reviewing performance of the new Key Performance Indicators (KPIs) for Q2 (July-September 2006).

10941 Having heard the Section Head (Performance Management) in further explanation, the Committee agreed to note the contents of the report.

### **MONITORING PUBLIC COMPLAINTS**

10942 A report was submitted by the Chief Executive providing a corporate overview of complaints and complaints processing for the period 1 April 2006 to 30 September 2006 and providing comparative data relating to the previous six month reporting periods.

10943 Having heard the Section Head (Performance Management) in further explanation, the Committee agreed:-

- (1) to note that a report providing a corporate overview of complaints would be submitted to the Committee at 6 monthly intervals; and
- (2) otherwise to note the contents of the report.

#### **AUDIT SCOTLAND – 2005/06 AUDIT – FINAL REPORT TO MEMBERS**

- 10944 A report was submitted by the Chief Executive advising of the findings in relation to Audit Scotland's final report to Members on the completion of its 2005/06 audit.
- 10945 After discussion and having heard the Acting Director of Audit (Local Government), Audit Scotland and the Chief Executive in further explanation and in answer to Members' questions, the Committee agreed:-
- (1) to note the findings of the 2005/06 audit as detailed in Audit Scotland's report to Members, attached as an appendix to the report; and
  - (2) to note that this was the final year of Audit Scotland's current appointment to the audit of West Dunbartonshire Council and from 2006/07 KPMG LLP would become the appointed auditors for the five year period to 2010/11.

#### **AUDIT PLANNING MEMORANDUM 2006/07**

- 10946 A report was submitted by the Chief Executive presenting the KPMG LLP's Audit Planning Memorandum 2006/07 for information.
- 10947 Having heard Mr Macrae, Director, KPMG LLP in explanation of KPMG LLP's Audit Planning Memorandum and in answer to Members' questions, the Committee agreed to note the report and KPMG LLP's Audit Planning Memorandum, attached as an Appendix to the report.
- 10948 The Convener, on behalf of the Committee, took the opportunity to thank Audit Scotland for its support and advice during the course of its appointment.

#### **INTERNAL AUDIT PROGRESS REPORT TO 30 SEPTEMBER 2006**

- 10949 A report was submitted by the Chief Executive advising of the work undertaken by the Internal Audit Section against the Audit Plan 2006/07.
- 10950 In this respect an amended Appendix to the report was circulated (tabled).
- 10951 After hearing the Manager of Audit in further explanation, the Committee agreed to note the contents of the report.

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

- 10952 A report was submitted 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 had given a commitment to implement.
- 10953 After discussion and having heard the Chief Executive and the Section Head, Internal Audit in further explanation and in answer to Members' questions, the Committee agreed:-
- (1) to note that following discussion across departments and with the Council's Insurers on the implementation of Statutory Maintenance, a revised action plan was being drafted to allow the original report action points to be taken forward;
  - (2) to note that the aforementioned draft plan would be submitted to a future meeting of the Committee; and
  - (3) otherwise to note the contents of the report.

**ACTIVITY ON WHISTLEBLOWING HOTLINE**

- 10954 A report was submitted by the Chief Executive advising of the level of activity on the whistleblowing hotline since its launch on 6 March 2006.
- 10955 After discussion and having heard the Section Head, Internal Audit, in further explanation and answer to Members' questions, the Committee agreed to note the developments in relation to the Council's Whistleblowing Hotline.

**REVIEW OF CORPORATE ANTI-FRAUD AND CORRUPTION STRATEGY**

- 10956 A report was submitted by the Chief Executive advising of a number of amendments to the Corporate Anti-Fraud and Corruption Strategy.
- 10957 After hearing the Manager of Audit in further explanation, the Committee agreed to note the contents of the report.

**SICKNESS ABSENCE STATISTICS – QUARTER 2**

- 10958 A report was submitted by the Chief Executive updating the Committee on the levels of employee absence during the 3 month period 1 July 2006 to 30 September 2006.

- 10959 After discussion and having heard the Chief Executive in answer to Members' questions, the Committee agreed to note the contents of the report.

**COMPLIMENTS OF THE SEASON**

- 10960 Councillor Maceira, Convener, wished everyone a Merry Christmas and a Happy New Year.

The meeting closed at 11.05 a.m.