

WEST DUNBARTONSHIRE COUNCIL

Council Offices, Garshake Road, Dumbarton, G82 3PU

15 December 2006

**MEETING: AUDIT & PERFORMANCE REVIEW
 COMMITTEE**

**WEDNESDAY, 20 DECEMBER 2006
MEETING ROOM 3
COUNCIL OFFICES
GARSHAKE ROAD
DUMBARTON**

Dear Member,

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

The business is as shown on the enclosed agenda.

Yours faithfully

DAVID McMILLAN

Chief Executive

Distribution:

Councillor J Maceira (Convener)
Councillor M Bootland
Councillor J McCallum
Councillor G Casey
Councillor G Calvert
Councillor C McLaughlin
1 Opposition Vacancy

All other Councillors for information

Chief Executive
Director of Education and Cultural Services
Director of Social Work Services
Acting Director of Housing Regeneration and Environmental Services (Housing & Regeneration Services)
Acting Director of Housing Regeneration and Environmental Services (Land & Environmental Services)

AUDIT & PERFORMANCE REVIEW COMMITTEE

WEDNESDAY, 20 DECEMBER 2006

AGENDA

1. APOLOGIES

2. MINUTES OF PREVIOUS MEETING

Submit, for approval as a correct record, Minutes of Meeting of the Audit & Performance Review Committee held on 20 September 2006.

3. RISK MANAGEMENT PROGRESS REPORT

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

4. BEST VALUE SERVICE REVIEWS

Submit report by the Chief Executive reviewing progress on the current Best Value Service Review programme.

5. CONTINUOUS IMPROVEMENT AND THE NEW PUBLIC SERVICES IMPROVEMENT FRAMEWORK (PSIF)

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

6. EFFICIENT GOVERNMENT PROGRESS REPORT

Submit report by the Chief Executive reviewing progress on implementing the Council's Efficient Government Strategy.

7. STATUTORY PERFORMANCE INDICATORS

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

8. KEY PERFORMANCE INDICATORS

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

9. MONITORING PUBLIC COMPLAINTS

Submit report 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.

10. AUDIT SCOTLAND – 2005/06 AUDIT – FINAL REPORT TO MEMBERS

Submit report by the Chief Executive advising of the findings in relation to Audit Scotland's final report to Members on the completion of their 2005/06 audit.

11. AUDIT PLANNING MEMORANDUM 2006/07

Submit report by the Chief Executive presenting for information the KPMG LLPs Audit Planning Memorandum 2006/07.

12. INTERNAL AUDIT PROGRESS REPORT TO 30 SEPTEMBER 2006

Submit report by the Chief Executive advising of the work undertaken by the Internal Audit Section against the Audit Plan 2006/07.

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

Submit report 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 have committed to implementing.

14. ACTIVITY ON WHISTLEBLOWING HOTLINE

Submit report by the Chief Executive advising of the level of activity on the whistleblowing hotline since its launch on 6 March 2006.

15. REVIEW OF CORPORATE ANTI-FRAUD AND CORRUPTION STRATEGY

Submit report by the Chief Executive advising of a number of amendments to the Corporate Anti-Fraud and Corruption Strategy.

16. SICKNESS ABSENCE STATISTICS – QUARTER 2

Submit report 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.

For information on the above agenda please contact Lorraine Beveridge, Administrative Officer, Legal and Administrative Services, Council Offices, Garshake Road, Dumbarton, G82 3PU. Tel: (01389) 737220.
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