

## Notice of Meeting and Agenda

### Audit, Risk and Scrutiny Board

Date	Time	Venue
Monday, 16 March 2020	10:00	Corporate Meeting Room 1, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM  
Head of Corporate Governance

### Membership

Councillor Tom Begg: Councillor Stephen Burns: Councillor Michelle Campbell: Councillor Neill Graham: Councillor Jim Harte: Councillor John Hood: Councillor Emma Rodden:

Councillor Bill Binks (Convener): Councillor Jim Sharkey (Depute Convener):

### Members of the Press and Public

Members of the press and public wishing to attend the meeting should report to the customer service centre where they will be met and directed to the meeting.

### Further Information

This is a meeting which is open to members of the public.

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online

at <http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx>

For further information, please either email

[democratic-services@renfrewshire.gov.uk](mailto:democratic-services@renfrewshire.gov.uk) or telephone 0141 618 7112.

## **Apologies**

Apologies from members.

## **Declarations of Interest**

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

## **AUDIT**

- |          |                                                                                                 |                |
|----------|-------------------------------------------------------------------------------------------------|----------------|
| <b>1</b> | <b>Internal Audit and Counter Fraud Progress and Performance for Period to 31 December 2019</b> | <b>1 - 6</b>   |
|          | Report by Chief Auditor.                                                                        |                |
| <b>2</b> | <b>Summary of Internal Audit Reports for Period 01 October to 31 December 2019</b>              | <b>7 - 28</b>  |
|          | Report by Chief Auditor.                                                                        |                |
| <b>3</b> | <b>Annual Internal Audit Plan 2020/2021</b>                                                     |                |
|          | Report by Chief Auditor. (Not Available - Copy to Follow)                                       |                |
| <b>4</b> | <b>Compliance with the Code of Corporate Governance</b>                                         | <b>29 - 32</b> |
|          | Report by Chief Auditor.                                                                        |                |

## **MONITORING AND REVIEWING SERVICE DELIVERY PERFORMANCE, POLICIES & PRACTICES**

- |           |                                                                          |                  |
|-----------|--------------------------------------------------------------------------|------------------|
| <b>5</b>  | <b>2018/19 Complaints Data</b>                                           | <b>33 - 44</b>   |
|           | Report by Chief Executive.                                               |                  |
| <b>6</b>  | <b>Local Government Benchmarking Framework 2018/19</b>                   | <b>45 - 64</b>   |
|           | Report by Chief Executive.                                               |                  |
| <b>7</b>  | <b>Audit Scotland Annual Audit Plan 2019/20</b>                          | <b>65 - 82</b>   |
|           | Report by Director of Finance & Resources.                               |                  |
| <b>8</b>  | <b>Audit Scotland - Preparing for Withdrawal from the European Union</b> | <b>83 - 90</b>   |
|           | Report by Chief Executive.                                               |                  |
| <b>9</b>  | <b>Councils for Fair Tax Declaration Scotland</b>                        | <b>91 - 102</b>  |
|           | Report by Chief Executive.                                               |                  |
| <b>10</b> | <b>Absence Statistics - 2019/20 Quarter 3</b>                            | <b>103 - 112</b> |
|           | Report by Director of Finance & Resources.                               |                  |
| <b>11</b> | <b>Records Management Plan Update</b>                                    | <b>113 - 118</b> |
|           | Report by Director of Finance & Resources.                               |                  |

## **ANNUAL PROGRAMME**

- |    |                                                                                                                                           |           |
|----|-------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 12 | <b>Conversion of Grassed Areas to Parking - Lead Officer Michael Moran</b><br>Report by Lead Officer.                                     | 119 - 124 |
| 13 | <b>Review of Bus Deregulation and Effect on Transport Services In Renfrewshire - Lead Officer Jamie Mackie</b><br>Report by Lead Officer. | 125 - 136 |
| 14 | <b>The Effectiveness of Fair Trade within Renfrewshire - Lead Officer Craig Doogan</b><br>Report by Lead Officer.                         | 137 - 162 |

## **EXCLUSION OF PRESS AND PUBLIC**

**The Board may by resolution exclude the press and public from the meeting during consideration of the following items of business as it is likely, in view of the nature of the business to be transacted, that if members of the press and public are present, there could be disclosure to them of exempt information as defined in paragraph 1 of Part I of Schedule 7A of the Local Government (Scotland) Act, 1973.**

### **Exempt Item**

Exempt documents are no longer available in print format. You will require to log in to Audit, Risk & Scrutiny Exempt Items to access documents. Please note that access to exempt documents is now restricted.

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|----|-----------------------------------------------------------------------------------------------------------------------|
| 15 | <b>Summary of Internal Audit Investigations for Period 01 October to 31 December 2019</b><br>Report by Chief Auditor. |
|----|-----------------------------------------------------------------------------------------------------------------------|