



MINUTES OF MEETING of the RESOURCES AND AUDIT COMMITTEE held within the Council Chamber, Greenfield, Alloa, FK10 2AD, on TUESDAY 11 MARCH 2014 at 10.00 am.

PRESENT

Councillor Archie Drummond, Convenor (In the Chair)
Councillor Donald Balsillie
Councillor Ellen Forson (S)
Councillor Kathleen Martin
Councillor Bobby McGill
Councillor Jim Stalker
Councillor Graham Watt (S)
Councillor Gary Womersley

IN ATTENDANCE

Nikki Bridle, Director of Finance and Corporate Services
David Thomson, Solicitor, Legal Services (Clerk to the Committee)
Stuart Crickmar, Head of Strategy and Customer Services
Ahsan Khan, Head of Housing and Community Safety
Julie Burnett, Support Services Manager
Iain Burns, Team Leader, Internal Audit
Liz Shaw, Chief Accountant
Brian Forbes, Customer Services Manager
Lindsay Todd, District Registrar
Lindsay Robertson, Audit and Assurance Manager, Deloitte. (Agenda Item 04)
Pat Kenny, Advisory Director, Deloitte. (Agenda Item 04)

RA.79 APOLOGIES

Apologies for absence were received from Councillor Cadenhead and Councillor Holden. Councillor Graham Watt attended as substitute for Councillor Cadenhead and Councillor Forson attended as substitute for Councillor Holden.

RA.80 DECLARATIONS OF INTEREST

None.

RA.81 MINUTES OF MEETINGS:

(i) RESOURCES AND AUDIT COMMITTEE - 5 DECEMBER 2013

The minutes of the meeting of the Resources and Audit Committee held on Thursday 5 December 2013 were submitted for approval.

Decision

The minutes of the meeting of the Resources and Audit Committee held on Thursday 5 December 2013 were agreed as a correct record and signed by the Convenor.

(ii) RESOURCES AND AUDIT SUB-COMMITTEE - 10 DECEMBER 2013

The minutes of the meeting of the Resources and Audit Sub-Committee held on Tuesday 10 December 2013 were submitted for approval.

Decision

The minutes of the meeting of the Resources and Audit Sub-Committee held on Tuesday 10 December 2013 were agreed as a correct record and signed by the Convenor.

RA.82 EXTERNAL AUDIT: PLANNING REPORT 2013/14

A report which set out the planned external audit activity during 2014/15 in respect of the audit of the financial year 2013/14 was submitted by the Council's external auditors, Deloitte.

The Committee heard from Mr Pat Kenny, Advisory Director, and Mr Lindsay Robertson, Audit and Assurance Manager, Deloitte, and had opportunity to put questions to Mr Kenny and Mr Robertson.

Motion

That Committee agrees the recommendations set out at paragraph 2.1 of the report.

Moved by Councillor Archie Drummond. Seconded by Councillor Donald Balsillie.

Decision

Having discussed the proposed external audit plan for financial year 2013/14 the Committee agreed unanimously to note the report.

RA.83 INTERNAL AUDIT AND FRAUD PROGRESS REPORT

A report which provided an update on work completed from the Internal Audit and Fraud Annual Plan 2013/14 was submitted by the Internal Audit and Fraud Team Leader.

The report also provided an update on the progress of implementation of recommendations to 31 December 2013 by officers from previous Internal Audit reports.

Motion

That Committee agrees the recommendation set out in the report.

Moved by Councillor Archie Drummond. Seconded by Councillor Gary Womersley.

Decision

Having commented on and challenged the report and progress made on the Internal Audit and Fraud Annual Plan 2013/14, the Committee agreed to note the information set out in the report.

RA.84 CLACKMANNANSHIRE COUNCIL INTERNAL AUDIT AND FRAUD ANNUAL PLAN 2014/15

A report which presented the Clackmannanshire Council Internal and Audit Fraud Annual Plan 2014/15 was submitted by the Internal Audit and Fraud Team Leader.

Motion

That Committee agrees the recommendation set out in the report.

Moved by Councillor Archie Drummond. Seconded by Councillor Ellen Forson.

Decision

The Committee agreed unanimously to approve the Annual Internal Audit and Fraud Annual Plan 2014/15, subject to it being submitted to Council for approval.

Action

Internal Audit and Fraud Team Leader

RA.85 COUNCIL FINANCIAL PERFORMANCE 2013/14

A report which provided the Committee with an update on the financial performance of the Council to date in respect of both revenue and capital spend for the current financial year 2013/14 was submitted by the Chief Accountant. Projected outturns up to March 2014 are also set out in the report.

Motion

That Committee agrees the recommendations set out in the report.

Moved by Councillor Archie Drummond. Seconded by Councillor Gary Womersley.

Decision

Having commented on and challenged the report, the Committee agreed unanimously to note:

- (i) the forecast general fund revenue overspend for the year of £0.251m.
- (ii) the progress on delivering the planned savings in the year.
- (iii) the overspend of £0.621m forecast on the Housing Revenue Account.
- (iv) the underspend on General Services capital of £6.673m of which £2.672m are savings in delivery of programme with remainder carried forward to 2014/15.
- (v) the underspend on HRA capital of £1.150m of which £0.371m are savings in delivery of programme with remainder carried forward to 2014/15.

RA.86 REGISTRATION SERVICES - ANNUAL STATISTICAL REVIEW FOR 2013

A report which provided the Committee with an annual review of service activity within Registration Services was submitted by the Customer Services Manager.

Motion

That Committee agrees the recommendation set out in the report.

Moved by Councillor Archie Drummond. Seconded by Councillor Ellen Forson.

Decision

Having commented on and challenged the report, the Committee agreed to note the information set out in the report.

The Convenor congratulated staff on their standard of performance throughout 2013.

RA.87 RESOURCES AND AUDIT IMPROVEMENT PLAN

A report which outlined an Improvement Plan for 1 April 2014 to 31 March 2015 was submitted by the Head of Strategy and Customer Services.

Motion

That Committee agrees the recommendations set out in the report.

Moved by Councillor Archie Drummond. Seconded by Councillor Ellen Forson.

Decision

Having commented on and challenged the draft Performance Management guide, the Committee agreed unanimously that a scrutiny improvement and development workshop should be arranged before the next Committee in May 2014 for all elected members.

Action

Head of Strategy and Customer Services

RA.88 RESOURCES AND AUDIT FORWARD PLAN

A report which presented a forward plan for Resources and Audit Committee for the year 1 April to 31 March 2015 was presented by the Head of Strategy and Customer Services.

Motion

That Committee agrees the recommendation set out in the report.

Moved by Councillor Archie Drummond. Seconded by Councillor Donald Balsillie.

Decision

Having commented on and challenged the report, the Committee agreed the forward plan for 2014/15 as set out at Appendix 1, subject to it being submitted to Council for approval.

Action

Head of Strategy and Customer Services

**RA.89 STRATEGY AND CUSTOMER SERVICES PERFORMANCE AND
FINANCE REPORT**

A report which updated Committee on the performance and finance position for Strategy and Customer Services for the third Quarter of 2013/14 was submitted by the Head of Strategy and Customer Services. The performance element of the report related to the service's Business Plan for 2013/14.

Motion

That Committee agrees the recommendations set out in the report.

Moved by Councillor Archie Drummond. Seconded by Councillor Donald Balsillie.

Decision

Having commented on and challenged the report, the Committee agreed to note the information set out in the report.

**RA.90 SUPPORT SERVICES PERFORMANCE AND FINANCE REPORT 1.9.13 -
31.12.13**

A report which highlighted service activity, achievements and performance between September and December 2013 was submitted by the Senior Support Services Manager. The report also includes financial performance with the aim of providing a complete overview of performance for quarter three.

Motion

That Committee agrees the recommendations set out in the report.

Moved by Councillor Archie Drummond. Seconded by Councillor Gary Womersley.

Decision

Having commented on and challenged the report, the Committee agreed to note the information set out in the report.

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The Convenor, on behalf of the Committee, thanked David Thomson as Clerk to the Resources and Audit Committee and wished him all the best in his retirement as this was the last meeting that he would clerk.

Councillors Womersley, McGill and Watt, also passed on their good wishes for his retirement, thanking him for his advice and support over the years.

ENDS 11:45 am

