



**MINUTES OF MEETING of the RESOURCES AND AUDIT COMMITTEE held within the Council Chamber, Patons Building, Kilncraigs, ALLOA, FK10 1EB, on THURSDAY 4 DECEMBER 2014 at 10.00 am.**

**PRESENT**

Councillor Archie Drummond, Convenor (In the Chair)  
Councillor Donald Balsillie  
Councillor Janet Cadenhead (From Item RA.129)  
Councillor Bobby McGill  
Councillor Les Sharp (\*S)  
Councillor Jim Stalker  
Councillor Graham Watt

**IN ATTENDANCE**

Gary Dallas, Executive Director  
Stuart Crickmar, Head of Strategy and Customer Services  
Stephen Coulter, Head of Resources and Governance  
Val de Souza, Head of Social Services  
Ahsan Khan, Head of Housing and Community Safety  
Alan Milliken, Assistant Head of Education  
Liam Purdie, Assistant Head of Service, Childcare  
Alison Bryce, Business Support Manager  
Gillian Taylor, Acting Strategy and Performance Manager  
Brian Forbes, Customer Services Manager  
Susan MacKay, Revenues and Payments Manager  
Liz Shaw, Chief Accountant  
Iain Burns, Internal Audit and Fraud Team Leader  
Andrew Wyse, Team Leader, Legal Services (Clerk to the Committee)

The Convenor welcomed Councillor Watt along to his first meeting as a member of the Resources and Audit Committee.

**RA.125            APOLOGIES**

Apologies for absence were received from Councillor Craig Holden and Councillor Gary Womersley.

Councillor Sharp attended as substitute for Councillor Womersley.

**RA.126            DECLARATIONS OF INTEREST**

None.

**RA.127            MINUTES OF RESOURCES AND AUDIT COMMITTEE 25 SEPTEMBER 2014**

The minutes of the meeting of the Resources and Audit Committee held on Thursday 25 September 2014 were submitted for approval.

**Decision**

The minutes of the meeting of the Resources and Audit Committee held on Thursday 25 September 2014 were agreed as a correct record and signed by the Convenor.

**RA.128            INTERNAL AUDIT AND FRAUD PROGRESS REPORT**

A report which provided an update on work completed from the Internal Audit and Fraud Annual Plan 2014/15 was submitted by the Internal Audit and Fraud Team Leader.

**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 progress made on the Internal Audit and Fraud Annual Plan 2014/15.

**RA.129            FINANCIAL PERFORMANCE SOCIAL SERVICES**

The report, submitted by the Depute Chief Executive, provided the "further progress report addressing any identified governance, performance and compliance matters" requested by the Resources and Audit Committee at its last meeting on the 25th September 2014. It also built on recent report to Council and Housing, Health and Care Committee in October 2014.

**Motion**

That Committee agrees the recommendations set out in the report.

Moved by Councillor Archie Drummond. Seconded by Councillor Les Sharp.

**Amendment**

Councillor McGill asked if the undernoted could be added to the recommendations.

"to note the weaknesses in governance and lack of compliance with Financial Regulations referred to in the report."

Councillor Drummond and Councillor Sharp agreed to incorporate the further recommendation from Councillor McGill into their motion.

## **Decision**

The Committee agreed to note:

1. that a significant amount of work with, and within, Social Services remains ongoing;
2. an improvement action plan was submitted to the Housing, Health and Care Committee on 20th October (Appendix 1 to the report);
3. that the draft Internal Audit findings (paragraph 3.5 of the report) are currently being discussed with Social Services Management Team to verify their accuracy and to ensure that the improvement action plan covers all areas for improvement;
4. the management and forecasting of demand for services is a priority for the Service and work is in hand to develop tools to assist future budget preparation (paragraph 3.8 of the report);
5. the work commenced under the chief officer peer support and challenge process to assist Social Services in further developing its Budget proposals (paragraph 3.9 of the report);
6. the planned work in Children's Services to undertake an audit review of the Joint Authority Liaison Group (JALG) and to review the transport policy (paragraph 3.9 of the report);
7. that regular monitoring and updates on progress with the improvement action plan will be provided to Housing, Health and Care Committee (paragraph 4.3 of the report); and
8. the weaknesses in governance and lack of compliance with Financial Regulations referred to in the report.(paragraphs 3.5 and 3.6 of the report).

## **Action**

Head of Social Services

### **RA.130 COUNCIL FINANCIAL PERFORMANCE 2014/15**

The report, submitted by the Chief Accountant, 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, 2014/15. Projected outturns up to March 2015 were also set out in the report.

## **Motion**

That Committee agrees the recommendation set out in the report.

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

## **Decision**

The Committee agreed to note:

1. the forecast General Fund Revenue overspend for the year of £0.281m (paragraph 4.2 and Table 1 of the report);
2. the management actions agreed by the Executive Team and subsequently reflected in the outturns;
3. delivery of 67% of the planned 2014/15 savings to date (Table 2 in the report);

4. a favourable outturn of £0.343M forecast on the Housing Revenue Account (Paragraph 5.1 of the report);
5. a forecast underspend on General Service Capital of £3.734M of which £0.624M are savings in delivery of programme, with the remainder carried forward to 2015/16 (Table 3 of the report);
6. HRA capital spend is currently outturned on budget with no significant variances to report; and
7. the progress in the implementation of the Community Development Grant Scheme under the administration of the Capital Investment Group.

**RA.131            SINGLE OUTCOME AGREEMENT ANNUAL REVIEW 2013/14**

A report which provided the Committee with the Single Outcome Agreement annual review for 2013/14, was submitted by the Head of Strategy and Customer Services. This was the sixth annual review of the Clackmannanshire Single Outcome Agreement and the first relating to the new Single Outcome Agreement for 2013-23. The report measured performance against the Single Outcome Agreement performance framework, provided case studies on partnership work during the year and also provided feedback from community partners (Community Council and Tenants and Residents Groups).

**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 to note the information set out in the report.

**RA.132            OMBUDSMAN'S COMPLAINTS REPORT AND ANNUAL STATISTICS  
2013/14**

A report which updated the Committee on the findings from the Scottish Public Services Ombudsman's annual complaints report, along with statistics about complaints received by SPSO about Clackmannanshire Council in 2013-14, was submitted 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 to note the information set out in the report.

**RA.133                    EVALUATION OF SUMMER HOLIDAY LUNCH SCHEME**

A report which provided the Committee with an evaluation of the summer holiday lunch scheme, which was piloted over the summer holiday period of 30 June 2014 to 18 August 2014, was submitted 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 Bobby McGill.

**Decision**

Having commented on and challenged the report, the Committee agreed to note that, given the discretionary nature of the service and associated costs, a decision to repeat a similar summer lunch club scheme in 2015 should be considered within the context of forthcoming budgetary deliberations.

**Action**

Head of Strategy and Customer Services

**RA.134                    CORPORATE RISK AND EXTERNAL AUDIT ACTIONS**

A report, submitted the Head of Strategy and Customer Services, provided the Committee with an update on significant risks facing the Council, the Internal Controls already in place to reduce risks and, where appropriate, further planned mitigating actions. The report also provided an update on progress and ownership of the actions recommended by the Council's external auditors (Deloitte UK) in September 2014.

**Motion**

That Committee agrees the recommendation set out in the report.

Moved by Councillor Archie Drummond. Seconded by Councillor Les Sharp.

**Decision**

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

**RA.135                    STRATEGY AND CUSTOMER SERVICES PERFORMANCE AND FINANCE REPORT, 2ND QUARTER 2014/15**

A report, submitted the Head of Strategy and Customer Services, updated Committee on the performance and finance position for Strategy and Customer Services for the 2nd Quarter 2014/15.

**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 to note the information set out in the report.

### **RA.136            RESOURCES AND GOVERNANCE FINANCE AND PERFORMANCE REPORT 01/07/14 - 30/09/14**

The Convenor welcomed Mr Stephen Coulter, Head of Resources and Governance along to his first meeting of the Resources and Audit Committee.

A report which updated the Committee on performance for the second quarter of 2014/15, submitted by the Senior Support Services Manager was presented by the Head of Resources and Governance. The report highlighted service activity, achievements and performance between July and September 2014 and identified future challenges, opportunities and risks. The report also included financial performance with the aim of providing an overview of performance against budget for the first six months of 2014/15 and a projection of expected outturn to 31/03/14.

### **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 to note the information set out in the report.

ENDS 12.22 pm