

**MINUTES OF MEETING of the RESOURCES AND AUDIT COMMITTEE held within the Council Chamber, Patons Building, Kilncraigs, ALLOA, FK10 1EB, on THURSDAY 3 DECEMBER 2015 at 10.00 am.**

**PRESENT**

Councillor Archie Drummond, Convenor (In the Chair)  
Councillor Donald Balsillie  
Councillor Janet Cadenhead  
Councillor Bobby McGill  
Councillor Les Sharp  
Councillor Jim Stalker  
Councillor Graham Watt

**IN ATTENDANCE**

Nikki Bridle, Depute Chief Executive  
Stephen Coulter, Head of Resources and Governance  
Stuart Crickmar, Head of Strategy and Customer Services  
Ahsan Khan, Head of Housing and Community Safety (Items 6-7)  
Phillip Gillespie, Assistant Head of Social Services  
Kevin Kelman, Assistant Head of Education (Items 1-9)  
Iain Burns, Team Leader, Internal Audit  
Cherie-Ann Jarvie, Team Leader, Strategy and Performance  
Lindsay Sim, Acting Chief Accountant  
Andy Wyse, Acting Legal Services Manager (Clerk to the Committee)

**RA.186 APOLOGIES**

Apologies for absence were received from Councillor Craig Holden.

**RA.187 DECLARATIONS OF INTEREST**

None.

**RA.188 APPOINTMENT OF VICE CONVENOR**

At the Clackmannanshire Council meeting on 22 October 2015 (Ref. CC.345), it was agreed to amend Standing Order 1.5 (bullet point 3) to read, "The Resources and Audit Committee shall appoint a Vice Convenor without having to get approval or ratification from the Council". The Committee, therefore, was invited to reconsider the appointment of a Vice Convenor of the Resources and Audit Committee.

The Convenor invited nominations for the appointment of Vice Convenor.

**Motion**

That Councillor Bobby McGill be appointed as Vice Convenor of the Resources and Audit Committee.  
Moved by Councillor Janet Cadenhead. Seconded by Councillor Graham Watt.

### **Decision**

The Committee agreed the appointment of Councillor Bobby McGill as Vice Convenor of the Resources and Audit Committee.

### **Action**

Head of Resources and Governance

### **RA.189 MINUTES OF MEETING: RESOURCES AND AUDIT COMMITTEE 24 SEPTEMBER 2015**

The minutes of the meeting of the Resources and Audit Committee held on Thursday 24 September 2015 were submitted for approval.

### **Decision**

The minutes of the meeting of the Resources and Audit Committee held on Thursday 24 September 2015 were agreed as a correct record and signed by the Convenor.

### **RA.190 SINGLE OUTCOME AGREEMENT ANNUAL REVIEW 2014/15**

A report which provided the Committee with the Single Outcome Agreement Annual Review for 2014/15 was submitted by the Head of Strategy and Customer Services. 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 Councils and Tenants and Residents Groups).

### **Motion**

That Committee agrees the recommendations 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.

The Committee also agreed that it would be helpful for future reports to receive unverified more recent data rather than verified older late data where there is no significant difference.

### **Action**

Head of Strategy and Customer Services

### **RA.191 CORPORATE RISK AND EXTERNAL AUDIT HALF YEAR REPORT**

A report was submitted by the Head of Strategy and Customer Services which provided the Committee with updates at the 2015/16 half year stage on Clackmannanshire Council's Corporate Risk Register, and External Audit Actions from both the 2014/15 and 2013/14 audits.

### **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.192 RECORDS MANAGEMENT PLAN**

A report was submitted by the Head of Resources and Governance which summarised the process used to develop the Council's Records Management Plan and explained the legislative background. The report also set out how the plan is organised based on the Model Plan and Guidance published by the Keeper of Records of Scotland.

## **Motion**

That Committee agrees the recommendations 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 the adoption of the Records Management Plan.

## **Action**

Head of Resources and Governance

## **RA.193 COUNCIL FINANCIAL PERFORMANCE 2015/16**

A report was submitted by the Acting Chief Accountant which provided the Committee with an update on the actual financial performance of the Council to August 2015 in respect of both revenue and capital spend for the current financial year 2015/16. Projected outturns up to March 2016 were 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 Bobby McGill.

## **Decision**

The Committee agreed to note:

- (i) the forecast general fund revenue underspend for the year of £0.744m
- (ii) progress on delivering 72% of the planned savings in the year.
- (iii) the favourable outturn of £135k forecast on the Housing Revenue Account.
- (iv) the underspend in General Services capital of £2.030m of which £0.550m are savings in delivery of programme with remainder carried forward to 2016/17.
- (v) the underspend on HRA capital of £0.731m of which £0.659m are savings in delivery of programme with the remainder carried forward to 2016/17.

**RA.194 INTERNAL AUDIT AND FRAUD PROGRESS REPORT**

A report was submitted by the Internal Audit and Fraud Team Leader which provided an update on work completed from the Internal Audit and Fraud Annual Plan 2015/16. The report also provided an update to 31 October 2015 on the progress of implementation by officers of recommendations from previous Internal Audit reports.

**Motion**

That Committee agrees the recommendations set out in the report.

Moved by Councillor Archie Drummond. Seconded by Councillor Janet Cadenhead.

**Decision**

Having commented on and challenged the report, the Committee agreed to note the information set out in the report and the progress made on the Internal Audit and Fraud Annual Plan 2015/16.

**RA.195 INSPECTION OF ABERCROMBY PRIMARY SCHOOL AND NURSERY CLASS PUBLICATION OF EDUCATION SCOTLAND'S REPORT**

A report was submitted by the Head of Education which advised the Committee of the outcome of the recently published report by Education Scotland on their inspection of Abercromby Primary School and Nursery Class.

**Motion**

That Committee agrees the recommendations set out in the report.

Moved by Councillor Archie Drummond. Seconded by Councillor Bobby McGill.

**Decision**

The Committee agreed to note the outcome of the Education Scotland Inspection of Abercromby Primary School and Nursery Class.

**RA.196 STRATEGY AND CUSTOMER SERVICES PERFORMANCE REPORT, 2ND QUARTER 2015/16**

A report which updated the Committee on the performance and finance position for Strategy and Customer Services for the 2nd Quarter 2015/16 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 Bobby McGill.

**Decision**

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

**RA.197      RESOURCES AND GOVERNANCE FINANCE AND PERFORMANCE Q2 1  
JULY 2015 - 30 SEPTEMBER 2015**

A report which advised the Committee of Resources and Governance performance for the 2nd quarter of 2015/16 was submitted by the Head of Resources and Governance. The report highlighted service activity, achievements and performance between 1 July 2015 and 30 September 2015 and identified future challenges, opportunities and risks.

The report also included financial performance with the aim of providing a complete overview of performance for quarter two.

**Motion**

That Committee agrees the recommendations set out in the report.

Moved by Councillor Archie Drummond. Seconded by Councillor Janet Cadenhead.

**Decision**

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

Ends 1235 hrs

