



**Clackmannanshire
Council**

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**MINUTE OF MEETING of the SCRUTINY COMMITTEE held within the Council Chamber,
Greenfield, Alloa, on THURSDAY 1 DECEMBER 2011 at 9.30 am.**

Present

Councillor Donald Balsillie (Convener) (In the Chair)
Councillor Gary Womersley (Vice Convener)
Councillor John Biggam
Councillor Alastair Campbell
Councillor Mark English
Provost Derek Stewart

In Attendance

Nikki Bridle, Director of Finance and Corporate Services
Garry Dallas, Director of Services to Communities
John Gillespie, Head of Community and Regulatory Services
Julie Burnett, Senior Support Services Manager
Stuart Crickmar, Strategy and Performance Manager
Martin Dunsmore, Accounting and Budgeting Manager
Aileen Littlejohn, Business Support Manager (Clerk to the Committee)
Susan McKay, Revenues and Payments Manager
Grace Scanlin, External Auditor, Grant Thornton UK LLP (Item 5)

SC(11)41 APOLOGIES

Apologies for absence were received from Councillor Harry McLaren.

SC(11)42 DECLARATIONS OF INTEREST

None.

SC(11)43 MINUTE OF MEETING HELD ON 20 OCTOBER 2011

A minute of the Scrutiny Committee Meeting held on 20 October 2011 was submitted for approval by the Committee.

Moved by Councillor Gary Womersley. Seconded by Provost Derek Stewart.

Decision

The minute of the meeting held on 20 October 2011 was agreed as a correct record and signed by the Convener.

SC(11)44 SCRUTINY COMMITTEE ACTION PLAN

A list of ongoing actions from previous Scrutiny Committee meetings was submitted for information.

The Convener confirmed that all actions had been completed

Decision

The Committee agreed unanimously to note the information set out in the Action Plan and that the Action Plan is now completed.

SC(11)45 EXTERNAL AUDIT ANNUAL REPORT - 2010-11

A report submitted by the Accountancy Manager presented the annual report by the external auditors Grant Thornton on the audit activity performed by them in respect of 2010-11 in accordance with their Audit Plan which was presented to the Scrutiny Committee on 23rd June 2011.

Motion

That Committee reviews the annual report to members from the external auditors and agrees the key findings highlighted therein; and that the Committee recognises the External Audit contribution over the last 5 years.

Moved by Councillor Alastair Campbell. Seconded by Councillor John Biggam.

Decision

The Committee unanimously agreed to review the annual report to members from the external auditors and agreed the key findings highlighted therein. The Committee also recognised the External Audit contribution over the last 5 years.

Action

Accountancy Manager

SC(11)46 SCRUTINY COMMITTEE REVIEWS: DRAFT SCOPE

A report submitted by the Director of Finance and Corporate Services presented the draft scope document in respect of the two planned Scrutiny Reviews covering Employment and Financial Resilience. The report builds on the report presented to Council on 30th June 2011 which set out the Committee's Forward Plan.

Motion

That the Committee:

- approves the scope and approach set out in respect of the planned review of Employment (set out in Appendix A of the report);
- approves the scope and approach set out in respect of the planned review of Financial Resilience (set out in Appendix B of the report);
- approves the proposed joint commissioning and resourcing arrangements for the review of financial resilience with Clackmannanshire Alliance;
- approves the key milestones and timescales for the completion of the reviews; and

- approve in principle the proposed approach to reporting the findings of the reviews to Council.

Moved by Councillor Donald Balsillie. Seconded by Councillor Gary Womersley.

Decision

The Committee unanimously agreed to:

- approve the scope and approach set out in respect of the planned review of Employment (set out in Appendix A of the report);
- approve the scope and approach set out in respect of the planned review of Financial Resilience (set out in Appendix B of the report);
- approve the proposed joint commissioning and resourcing arrangements for the review of financial resilience with Clackmannanshire Alliance;
- approve the key milestones and timescales for the completion of the reviews; and
- approve in principle the proposed approach to reporting the findings of the reviews to Council.

Action

Director of Finance and Corporate Services

SC(11)47 INTERNAL AUDIT OPTIONS APPRAISAL - PHASE 2

A report submitted by the Revenues and Payments Manager presented the second phase of the Options Appraisal on the Reconfiguration of the Internal Audit Service.

Motion

That the Committee note the report and identify Option 1 (Integrated In-house Audit and Fraud Team) as their preferred option.

Moved by Councillor Donald Balsillie. Seconded by Councillor Gary Womersley.

Decision

The Committee unanimously agreed to note the report and identified Option 1 (Integrated In-house Audit and Fraud Team) as their preferred option.

Action

Revenues and Payments Manager

SC(11)48 INTERNAL AUDIT PROGRESS REPORT - 30 SEPTEMBER 2011

A report submitted by the Revenues and Payments Manager provided an update to 30 September 2011 on the progress of the Internal Audit Annual Plan, as approved by the Scrutiny Committee on 25 February 2010, in accordance with the Financial Regulations. The report also provided an update on the progress of implementation of recommendations to 30 September 2011 by officers from previous Internal Audit Reports and External Audit Reports.

Motion

That the Committee note the report and progress made to 30 September 2011.

Moved by Councillor Donald Balsillie. Seconded by Councillor Gary Womersley.

Decision

The Committee unanimously agreed to note the report and progress made to 30 September 2011.

SC(11)49 2011/12 HALF YEAR RISK MANAGEMENT PROGRESS REPORT

A report submitted by the Director of Finance and Corporate Services provided the Committee with an update on significant risks facing the Council, together with actions being taken to mitigate their potential impact, or the likelihood of them occurring.

Motion

That the Committee review the report and comment and challenge as appropriate; and provide feedback on the format of the report, which is still being developed through the new Covalent Performance Management System.

Moved by Councillor Donald Balsillie. Seconded by Councillor Gary Womersley.

Decision

The Committee agreed unanimously to review the report, comment and challenge as appropriate; and provide feedback on the format of the report.

Action

Director of Finance and Corporate Services

Ends: 11.50 am