



**MINUTE OF MEETING of the RESOURCES AND AUDIT COMMITTEE held within the Council Chamber, Greenfield, Alloa, FK10 2AD, on THURSDAY 28 FEBRUARY 2013 at 10 am.**

**PRESENT**

Councillor Archie Drummond, Convenor (In the Chair)  
Councillor Gary Womersley  
Councillor Walter McAdam, MBE (S)\*  
Councillor Janet Cadenhead  
Councillor Craig Holden  
Councillor Kathleen Martin  
Councillor Bobby McGill  
Councillor Jim Stalker

**IN ATTENDANCE**

Nikki Bridle, Director of Finance & Corporate Services  
Stuart Crickmar, Head of Strategy & Customer Services  
Julie Burnett, Senior Support Services Manager  
David Thomson, Legal Services Team Leader (Clerk to the Committee)  
Susan MacKay, Revenue and Payments Manager  
Martin Dunsmore, Accountancy Manager  
Lisa Simpson, Governance Manager  
Iain Burns, Internal Audit and Fraud Team Leader  
Andrew Hunter, Senior Governance Officer  
Lindsay Todd, District Registrar  
Jim Boyle, External Auditor, Deloitte LLP  
Douglas Gray, External Auditor, Deloitte LLP

At the start of the meeting Councillor Janet Cadenhead intimated her resignation from the role of Deputy Convenor of Resources and Audit Committee.

**RA.28            APOLOGIES**

Apologies were received from Councillor Donald Balsillie. \*Councillor Walter McAdam, MBE attended as substitute for Councillor Balsillie.

**RA.29            DECLARATIONS OF INTEREST**

None

**RA.30            CONFIRM MINUTES OF MEETING HELD ON 6 DECEMBER 2012**

The minutes of the meeting of the Resources and Audit Committee held on Thursday 6 December 2012 were submitted for approval.

## **Decision**

The minutes of the meeting held on Thursday 6 December 2012 were agreed as a correct record and signed by the Convenor.

### **RA.31 EXTERNAL AUDIT PLANNING REPORT 2012/13**

The Convenor welcomed the new External Auditors Jim Boyle and Douglas Gray to the Committee.

The report set out the planned audit activity during 2013/14 in respect of the audit of the financial year 2012/13.

#### **Motion**

That the Committee agree to note the proposed external audit plan for financial year 2012/13.

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

#### **Decision**

The Committee unanimously agreed to note the proposed external audit plan for financial year 2012/13.

### **RA.32 INTERNAL AUDIT AND FRAUD PROGRESS REPORT - 31 DECEMBER 2012**

The report provided the Committee with an update on work completed from the Internal Audit and Fraud Annual Plan 2012/13, as approved by Resources and Audit Committee on 4 October 2012, in accordance with the Financial Regulations. This includes work completed to 31 December 2012 and the expected progress to 31 March 2013. The report also provided an update on the progress of implementation of recommendations to 31 December 2012.

#### **Motion**

That the Committee agree to note the report and comment and challenge the report and progress made on the Internal Audit and Fraud Annual Plan 2012/13 to December 2012.

Moved by Councillor Archie Drummond. Seconded by Councillor Craig Holden.

#### **Amendment**

To add:

"2.2 Committee agrees to remit the Internal Audit Review of Arms-length External Organisations to Council for information with the recommendation the Council invites all service committees to ensure that the identified areas for improvement are actioned, reported and monitored to ensure their delivery.

2.3 Progress reports on the implementation of the identified areas for improvement are brought to future meetings of the Resource and Audit Committee.

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

#### **Decision**

The Committee unanimously agreed to

1. Note, comment and challenge the report and progress made on the Internal Audit and Fraud Annual Plan 2012/13 to December 2012.
2. Remit the Internal Audit Review of Arms-Length External Organisations to Council for information with the recommendation the Council invites all service committees to ensure that the identified areas of improvement are actioned, reported and monitored to ensure their delivery.
3. Progress reports on the implementation of the identified areas for improvement are brought to future meetings of the Resource and Audit Committee.

**Action**

Director of Finance and Corporate Services

**RA.33 RESOURCES AND AUDIT IMPROVEMENT PLAN**

The report outlined an Improvement Plan for 1 April 2013 to 31 March 2014. This improvement plan is focussed on the scrutiny aspects of the Committee remit.

**Motion**

That the Committee approve the Resources and Audit Improvement Plan for 2013/14.

Moved by Councillor Archie Drummond. Seconded by Councillor Craig Holden.

**Decision**

The Committee unanimously agreed to approve the Resources and Audit Improvement Plan for 2013/14.

**RA.34 RESOURCES AND AUDIT FORWARD PLAN**

The report presented the Committee with a forward plan to the Committee for the year 1 April 2013 to 31 March 2014.

**Motion**

That the Committee agree the forward plan for 2012/14, subject to it being submitted to Council for approval.

Moved by Councillor Archie Drummond. Seconded by Councillor Craig Holden.

**Decision**

The Committee agreed unanimously the forward plan for 2013/14, subject to it being submitted to Council for approval.

**Action**

Head of Strategy and Customer Services

**RA.35 PUBLICATION SCHEME - FREEDOM OF INFORMATION (SCOTLAND)  
ACT 2002**

The report made the Committee aware of the work being completed to ensure our compliance with the Freedom of Information (Scotland) Act 2002, in particular to our requirement to maintain a publication scheme.

**Motion**

That the Committee note the contents of the report and the actions that will take place.

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

**Decision**

The Committee unanimously agreed to note the contents and actions of the report.

**RA.36 COUNCIL FINANCIAL PERFORMANCE AT DECEMBER 2012**

The report provided an update on the financial performance of the Council in respect of both revenue and capital spend for the current financial year 2012/13, based on activity to date up to the end of December 2012. Projected outturns up to March 2013 are also set out in the report.

**Motion**

That the Committee are asked to :

1. note the forecast general fund revenue underspend for the year of £2.417m.
2. note the positive impact this outturn has had on the Council reserves which has assisted the Council budget deliberations for 2013/14.
3. note the progress on delivering 87% of the planned savings in the year.
4. note the progress on delivering the political initiatives.
5. note the favourable outturn of £1.249m forecast on the Housing Revenue Account.
6. note the underspend on General Services capital of £3.895m of which £0.688m are savings in delivery of programme with remainder carried forward to 2013/14.
7. note the underspend on HRA capital on £1.344m of which £0.650m is additional grant funding with the remainder on projects that will be completed.

Moved by Councillor Archie Drummond. Seconded by Councillor Craig Holden.

**Decision**

The Committee agreed unanimously to:

1. note the forecast general fund revenue underspend for the year of £2.417m.
2. note the positive impact this outturn has had on the Council reserves which has assisted the Council budget deliberations for 2013/14.
3. note the progress on delivering 87% of the planned savings in the year.
4. note the progress on delivering the political initiatives.

5. note the favourable outturn of £1.249m forecast on the Housing Revenue Account.
6. note the underspend on General Services capital of £3.895m of which £0.688m are savings in delivery of programme with remainder carried forward to 2013/14.
7. note the underspend on HRA capital on £1.344m of which £0.650m is additional grant funding with the remainder on projects that will be completed.

**RA.37 REGISTRATION SERVICES - ANNUAL STATISTICAL REVIEW FOR 2012**

The report provided the Committee with an annual review of service activity each December for general information.

**Motion**

That the Committee agree to note, comment on and challenge as appropriate.

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

**Decision**

The Committee agreed unanimously to note, comment and challenge as appropriate.

The Convenor adjourned the meeting at this point in the proceedings (12.10 pm). When the meeting resumed at 12.30 pm, six (6) members remained present. Councillor Bobby McGill and Councillor Craig Holden, withdrew from the meeting at this point in the proceedings.

**RA.38 DIRECTOR OF FINANCE PERFORMANCE BENCHMARKING 2011-12**

The report updated the Committee on performance of the financial operations of the Council, as benchmarked through the Director of Finance performance indications. The report also set out the main actions currently being progressed by the service continues to improve on performance.

The Revenues and Payments Manager advised that the title of the report should be 2011-2012.

**Motion**

That the Committee notes the review of financial operational performance for 2011-12, comment on and challenge the outcomes.

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

**Decision**

The Committee unanimously agreed to note the review of financial operational performance for 2012-12 and commented and challenged the outcomes.

**RA.39                    QUARTER 3 FINANCIAL PERFORMANCE - STRATEGY AND CUSTOMER SERVICES**

The report provided the financial performance position to date on the delivery of the approved budget for Strategy & Customer Services during quarter 3 of this financial year.

**Motion**

That the Committee reviews the report, then comments and challenges as appropriate.

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

**Decision**

The Committee unanimously agreed to review the report and commented and challenged as appropriate.

**RA.40                    STRATEGY AND CUSTOMER SERVICES PERFORMANCE REPORT**

The report updated the Committee on Strategy and Customer Services performance for the during the 3rd quarter of 2012/13. The report highlighted key service activity since October, achievements, opportunities and challenges facing the service.

**Motion**

That the Committee note the report, comment on and challenge as appropriate.

Moved by Councillor Archie Drummond. Seconded by Councillor Walter McAdam, MBE.

**Decision**

The Committee unanimously agreed to review the report and commented and challenged as appropriate.

**RA.41                    QUARTER 3 FINANCIAL PERFORMANCE - SUPPORT SERVICES**

The report provided the Committee with the financial performance position to date on the delivery of the approved budget for Support Services during the third quarter of this financial year.

**Motion**

That the Committee notes, comments and challenges the current financial position.

Moved by Councillor Archie Drummond. Seconded by Councillor Walter McAdam, MBE.

**Decision**

The Committee unanimously agreed to note the report and commented and challenged the current financial position.

**RA.42 SUPPORT SERVICES PERFORMANCE REPORT 1.4.12 - 30.12.12**

The report updated the Committee on Support Services performance to 31 December 2012. The report highlighted service activity, achievements and performance between April and December 2012. It also identified future challenges, opportunities and risks.

**Motion**

That the Committee note the report, comment on and challenge performance as appropriate.

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

**Decision**

The Committee unanimously agreed to note the report and commented and challenged as appropriate

**RA.43 SCRUTINY OF POLICE, FIRE AND RESCUE SERVICES AND OTHER KEY EXTERNAL PARTNERS**

The report sought Council approval of proposed arrangements for the future scrutiny of community planning and its effectiveness and the performance of key external partners.

**Motion**

That the Committee agrees to recommend to Council the establishment of a sub-committee of the Resources and Audit Committee as set out in this report.

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

**Amendment**

"The Scrutiny of Police, Fire and Rescue Services and other Key Partners should come to the Resources and Audit Committee rather than a sub committee of the Resources and Audit Committee."

Moved by Councillor Janet Cadenhead. Seconded by Councillor Jim Stalker.

**Voting**

Voting on the amendment was as follows:

For the Amendment - 3 votes  
Against the Amendment - 3 votes  
Abstain (Not Voting) - none

The amended was defeated on the casting vote of the Convenor.

Voting on the Motion was as follows:

For the Motion 3 votes  
Against the Motion 3 votes  
Abstain (Not Voting) - none

The Motion was carried on the casting vote of the Convenor.

**Decision**

On the casting vote of the Convenor, the Committee agreed to recommend to Council the establishment to a sub-committee on the Resources and Audit Committee as set out in this report.