



MINUTES OF MEETING of the RESOURCES AND AUDIT COMMITTEE held within the Council Chamber, Greenfield, Alloa, FK10 2AD, on THURSDAY 2 MAY 2013.

PRESENT

Councillor Archie Drummond, Convenor (In the Chair)
Councillor Gary Womersley
Councillor Donald Balsillie
Councillor Craig Holden
Councillor Bobby McGill
Councillor Jim Stalker
Councillor Graham Watt (S)*

IN ATTENDANCE

Nikki Bridle, Director of Finance and Corporate Services
Julie Burnett, Senior Support Services Manager
Iain Burns, Internal Audit and Fraud Team Leader
Stuart Crickmar, Head of Strategy and Customer Services
Susan MacKay, Revenue and Payments Manager
Lisa Simpson (agenda items 4-8)
David Thomson, Solicitor, Clerk to the Committee

Also Attending

Anne Cairns, Audit Scotland (Agenda Item 4)

Intimations

- (i) Before the start of business, on behalf of the Committee, the Convenor extended condolences to the Provost and her family on their recent bereavement.
- (ii) On behalf of the Committee, the Convenor thanked Les Robertson, Team Leader, Revenues, and wished him well in his new post with Fife Council.

RA.44 APOLOGIES

Apologies for absence were received from Councillor Janet Cadenhead and Councillor Kathleen Martin.

*Councillor Graham Watt attended as substitute for Councillor Cadenhead.

RA.45 DECLARATIONS OF INTEREST

None.

RA.46 MINUTES OF MEETING: 28 FEBRUARY 2013

The minutes of the meeting of the Resources and Audit Committee held on Thursday 28 February 2013 were submitted for approval.

Decision

The minutes of the meeting held on Thursday 28 February 2013 were agreed as a correct record and signed by the Convenor.

RA.47 AUDIT SCOTLAND - HOUSING BENEFIT RISK ASSESSMENT

A report which provided the Committee with a briefing on the outcome of Audit Scotland's recent inspection of Clackmannanshire Council's Housing and Council Tax Benefit Service was submitted by the Team Leader, Revenues and Payments.

The Committee heard from Anne Cairns, Audit Scotland, and had opportunity to put questions to Ms Cairns.

Motion

That Committee agrees the recommendations set out in the report.

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

Decision

The Committee agreed to note the outcomes of the inspection process and commented on and challenged the outcomes.

The Committee also agreed to note the action plan prepared by officers to address the risks identified by Audit Scotland.

RA.48 INTERNAL AUDIT AND FRAUD ANNUAL REPORT

A report which provided the annual Internal Audit opinion on the Council's internal control environment as required by Clackmannanshire Council's Financial Regulations and Performance Standard 2450 and the Public Sector Internal Audit Standards (PSIAS) was submitted by the Internal Audit and Fraud Team Leader. The report also incorporated the annual fraud report which presented the progress made by the Internal Audit and Fraud Team in tackling fraud and error.

Motion

That Committee agrees the recommendations set out in the report.

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

Decision

The Committee agreed to note the information set out in the report while commenting on and challenging the report.

RA.49 CLACKMANNANSHIRE COUNCIL INTERNAL AUDIT AND FRAUD STRATEGIES 2013-17 AND ANNUAL PLAN 2013-14

A report which presented the Clackmannanshire Council Internal Audit and Fraud Strategies 2013-17 and the Annual Plan 2013/14 to the Committee 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 Bobby McGill.

Decision

The Committee commented on, challenged and approved in principle the Internal Audit Strategy 2013-17 (Appendix A of the report), the Fraud Strategy 2013-17 (Appendix B of the report) and the Annual Internal Audit and Fraud Plan 2013/14 (Appendix C of the report).

The Committee also agreed to recommend to Council the approval of the Internal Audit Strategy 2013-17, the Fraud Strategy 2013-17 and the Annual Internal Audit and Fraud Plan 2013/14.

Action

Director of Finance and Corporate Services

RA.50 CLACKMANNANSHIRE COUNCIL DATA MATCHING POLICY

A report which presented the Clackmannanshire Council Data Matching Policy to the Committee was submitted by the Internal Audit and Fraud Team Leader. The Data Matching Policy had been drawn up using the Audit Scotland Code of Data Matching Practice 2010.

Motion

That Council approves the recommendation set out in the report subject to the undernoted amendment:

To add recommendation 2.2 "That Committee agrees to recommend to Council the approval of the Clackmannanshire Council Data Matching Policy".

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

Decision

The Committee agreed unanimously to support the motion as amended:

- 2.1 To comment on, challenge and note in principle the Data Matching Policy (Appendix A of the report)
- 2.2 To recommend to Council the approval of the Clackmannanshire Council Data Matching Policy.

Action

Director of Finance and Corporate Services

RA.51 ANNUAL GOVERNANCE STATEMENT 2012/13: PROGRESS REPORT

A report which advised the Committee of progress in relation to the production of the Annual Governance Statement for the period 2012-13 and the monitoring arrangements for the Governance Improvement Plans was submitted by the Governance Manager.

The Committee was advised in December 2012 of the programme for production of the Council's Annual Governance Statement for the period 2012-13.

Motion

That Committee agrees the recommendations set out in the report.

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

Decision

The Committee agreed unanimously to :

- (i) Note the progress made in relation to the assurance process to inform the Annual Governance Statement 2012-13
- (ii) Note the process for the production of the Annual Governance Statement 2012-13.

RA.52 RISK BASED SCRUTINY REVIEWS - PROGRESS UPDATE

A report which provided the Committee with a progress update on risk based scrutiny reviews in relation to Vulnerable Families/Groups and Community Engagement was submitted by the Head of Strategy and Customer Services. The review scopes agreed by Committee on 6 December 2012 were attached as appendices A and B of the report.

The Head of Strategy and Customer Services pointed out a typographical error at paragraph 1.1 (page 121) of the report. Paragraph 1.1 should read "On 6 December 2012 the Resources and Audit Committee agreed the scope of two reviews."

Motion

That Committee agrees the recommendation set out in the report.

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

Decision

The Committee agreed to note the progress to date.

RA.53 GOVERNANCE IMPROVEMENT PLAN 2011/12 FINANCE AND CORPORATE SERVICES

A report which provided the Committee with an update on progress with Finance and Corporate Services' Annual Governance Statement process for 2011/12 was submitted by the Senior Support Services Manager.

Motion

The Committee agrees the recommendations set out in the report.

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

Decision

The Committee agreed unanimously to:

- (i) Note the outcome of the Finance and Corporate Services Annual Governance Panel 2011/12.
- (ii) Note the progress with the Governance Improvement Plan 2012/13.
- (iii) Note the intention to explicitly link Governance Improvement Plans to service and team objectives within service business plans for 2013/14.

RA.54 FINANCIAL PERFORMANCE - SUPPORT SERVICES

A report which provided the Committee with an update on progress made to implement the 2013/14 budget approved by Council on 8 February 2013 was submitted by the Senior Support Services Manager. The report also updated Committee on the timetable for the preparation of service Business Plans.

Motion

That Committee agrees the recommendation set out in the report.

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

Decision

The Committee agreed to note the information set out in the report while commenting on and challenging the progress detailed.

RA.55 FINANCIAL PERFORMANCE - STRATEGY AND CUSTOMER SERVICES

A report which provided the Committee with an update on progress made to implement the 2013/14 budget approved by Council on 8 February 2013 was submitted by the Head of Strategy and Customer Services. The report also updated Committee on the timetable for the preparation of service Business Plans.

Motion

That Committee agrees the recommendation set out in the report.

Moved by Councillor Archie Drummond. Seconded by Councillor Graham Watt.

Decision

The Committee agreed to note the information set out in the report while commenting on and challenging the progress detailed.

ENDS 11.45 am

