



**MINUTES OF MEETING of the AUDIT COMMITTEE held in Council Chambers,
Kilncraigs, Alloa on THURSDAY 25 AUGUST at 9.30 AM.**

PRESENT

Councillor Denis Coyne (Vice Chair)
Councillor Martha Benny
Councillor Phil Fairlie
Councillor Ellen Forson
Councillor William Keogh
Councillor Janine Rennie (Via Teams)

Religious Representative:

Mr George Marcinkiewicz, representing the Catholic Church (Via Teams)

IN ATTENDANCE

Pete Leonard, Strategic Director (Place)
Colin Bruce, Chief Education Officer (People)
Mark Ferris, Audit Scotland (Via Teams)
Lindsay Sim, Chief Finance Officer (Partnership & Performance) (Via Teams)
Derek Barr, Procurement Manager (Partnership & Performance) (Via Teams)
Sharon Robertson, Chief Social Work Officer (People)
Chris Alliston, Senior Manager, HR & Workforce Development (Partnership & Performance)
Cherie Jarvie, Senior Manager, Partnership & Transformation (Partnership & Performance)
(Via Teams)
Iain McDonald, Senior Manager (Environment) (Place) (Via Teams)
Murray Sharp, Senior Manager (Housing) (Place) (Via Teams)
Catriona Scott, Education Senior Manager (Secondary) (People) (Via Teams)
Gillian Scott, Senior Manager (Early Intervention) (People) (Via Teams)
Lynda McDonald, Education Senior Manager (ELC & Primary) (People) (Via Teams)
Johan Roddie, Senior Manager (Permanence) (People) (Via Teams)
Margaret Lewis, Senior Manager (Care & Protection) (People) (Via Teams)
Veronica Cully, Partnership & Inclusion Manager (People) (Via Teams)
Whitney Barrett, Principal Educational Psychologist (People) (Via Teams)
Lynne McBain, Quality Improvement Officer (People) (Via Teams)
Joanne O'Suilleabhain, NHS Forth Valley (Via Teams)
Ali Hair, Organisational Development Adviser (Partnership & Performance) (Via Teams)
Elizabeth Hutcheon, Management Accountancy Team Leader (Partnership & Performance)
(Via Teams)
Helen Coleman, Accountant (Partnership & Performance) (Via Teams)
Rose Hetman, Strategy & Performance Adviser (Partnership & Performance) (Via Teams)
Judi Richardson, Performance & Information Adviser (Partnership & Performance) (Via
Teams)
Lee Robertson, Senior Manager, Legal and Governance (Partnership & Performance) (Clerk
to the Committee)
Gillian White, Committee Services, Legal and Governance (Partnership & Performance)
Melanie Moore, Committee Services, Legal and Governance (Partnership & Performance)

The Vice Chair advised Councillor Earle thanked everyone for their wishes.

AS(22)01 APOLOGIES

Apologies for absence were received from Councillor Kenneth Earle, Councillor Bryan Quinn,
Rev Sang Y Cha and Rev David Jess. In the absence of the Chair, Councillor Kenneth Earle,
Councillor Denis Coyne as Vice Chair, chaired the meeting.

AS(22)02 DECLARATIONS OF INTEREST

None.

AS(22)03 COUNCIL FINANCIAL PERFORMANCE 2021/22

The report, submitted by the Chief Finance Officer, provided an update on the financial performance for the Council as at 31 March 2022, in respect of the General Fund (GF) revenue and capital spend and the achievement of savings, for the current financial year 2021/22, the Clackmannanshire element of the Stirling & Clackmannanshire Health and Social Care Partnership (H&SCP) revenue spend and Housing Revenue Account (HRA) revenue and capital spend, for the financial year, 2021/22.

Motion

That Committee agrees the recommendations set out in the report.

Moved by Councillor Denis Coyne. Seconded by Councillor Martha Benny.

Decision

Having commented on and challenged the report, the Committee agreed to note the report on:

1. the General Fund (GF) revenue and capital spend and the achievement of savings, for the current financial year, 2021/22;
2. the Clackmannanshire element of the Stirling & Clackmannanshire Health and Social Care Partnership (H&SCP) revenue spend; and
3. the Housing Revenue Account (HRA) revenue and capital spend, for the financial year, 2021/22.

AS(22)04 DRAFT ANNUAL ACCOUNTS 2020/21

The Council is required by law to prepare a statement of accounts in accordance with 'proper practices' which set out its financial position at the end of each financial year. This is defined as meaning compliance with the terms of the Code of Practice on Local Authority Accounting in the United Kingdom prepared by the CIPFA/LASAAC.

The Local Authority Accounts (Scotland) 1985 Regulations require the Chief Finance Officer, as the Council's s95 officer, to prepare the Statement of Accounts as soon as practicable after the end of each financial year and to submit for Audit to the Councils External Auditor. This is normally by the 30 June, however due to COVID 19 pandemic, this was extended in agreement with the External Auditors.

Within the Draft Annual Accounts, a Management Commentary is included that presented the collective view of those charged with governance and apply relevant sections of the Companies Act 2006 in respect of the preparation of a Strategic Report. The Management Commentary is signed by the Leader of the Council, Chief Executive and Chief Finance Officer (as s95 officer). The Management Commentary includes information on the financial year just passed along with a forward financial outlook for the Council for 2022/23. Further detail of the Councils financial forecast for 2022/23 will be presented to the Audit and Scrutiny Committee during the year.

The Council's Draft Annual Accounts also include the annual Remuneration Report, and the Annual Governance Statement (AGS) which is signed on behalf of the Council by the Leader of the Council and the Chief Executive. Improvement actions associated with the AGS are incorporated within routine performance reporting using the Pentana system.

The report, submitted by the Chief Finance Officer, provided the Committee with the Draft Annual Accounts for the Council for the financial year 2020/21.

Motion

That Committee agrees the recommendations set out in the report.

Moved by Councillor William Keogh. Seconded by Councillor Janine Rennie.

Decision

The Committee agreed to :

1. note the 2020/21 draft Annual Accounts;
2. note that the draft annual accounts will be submitted for audit to the Council's external auditors on 31 August;
3. note that audited annual accounts will be presented to Council following conclusion of the audit, and
4. Note the contents of the report.

AS(22)05 CORPORATE RISK REGISTER

The report, submitted by the Strategic Director, Partnership and Performance, provided the regular update on Clackmannanshire Council's Corporate Risk Log (Appendix A) and information on the revised arrangements for the Corporate Risk & Integrity Forum (Appendix B).

Motion

That Committee agrees the recommendation set out in the report.

Moved by Councillor Martha Benny. Seconded by Phil Fairlie.

Decision

Having commented and challenged the report, the Committee agreed to note the report as appropriate.

AS(22)06 CORPORATE PLAN REPORT

The report, submitted by the Strategic Director, Partnership and Performance, presented a performance summary for Clackmannanshire Council's Corporate Plan 2018-22.

Motion

That Committee agrees the recommendations set out in the report.

Moved by Councillor Ellen Forson. Seconded by Councillor Denis Coyne.

Decision

Having commented on and challenged the report, the Committee agreed to note the report.

AS(22)07 INTERNAL AUDIT ANNUAL ASSURANCE REPORT 2021/22

The report, submitted by the Internal Audit Manager, provided an overall assurance on the Council's arrangements for risk management, governance and control, based on Internal Audit work undertaken during 2021/22.

Motion

That Committee agrees the recommendations set out in the report.

Moved by Councillor Denis Coyne. Seconded by Councillor Phil Fairlie.

Decision

The Committee agreed to note:

1. Sufficient Internal Audit work was undertaken to support a balanced assurance;
2. Internal Audit can provide **SUBSTANTIAL** assurance on the Council's arrangements for risk management, governance and control for the year to 31 March 2022; and
3. Internal Audit met, or exceeded, each of its Key Performance Indicators.

AS(22)08 INTERNAL AUDIT CHARTER

The report, submitted by the Internal Audit Manager, sought Committee approval of an updated Internal Audit Charter. The Charter set out the role, authority and responsibility of the Internal Audit Team.

Motion

That Committee agrees the recommendation set out in the report.

Moved by Councillor Ellen Forson. Seconded by Martha Benny.

Decision

The Committee agreed to consider and approve the Internal Audit Charter attached at Appendix 1.

Action

Internal Audit Manager

AS(22)09 EXCEPTIONS FROM THE APPLICATION OF CONTRACT STANDING ORDERS

It is a requirement of Contract Standing Orders that exceptions should be reported to the next available Audit Committee. The purpose of the report, submitted by the Strategic Director, Partnership and Performance, provided detail on Exceptions to Contract Standing Orders submitted in the previous quarter.

Motion

That Committee agrees the recommendation set out in the report.

Moved by Councillor Ellen Forson. Seconded by Councillor Martha Benny.

Decision

Having commented on and challenged the report, the Committee agreed to note the report.

AS(22)10 PEOPLE DIRECTORATE BUSINESS REPORT 2021/22 AND BUSINESS PLAN 2022/23

The report, submitted by the Education Senior Manager (People), presented to Committee the People Business Report 2021/22 (Appendix 1) and the People Business Plan 2022/23 (Appendix 2).

Motion

That Committee agrees the recommendation set out in the report.

Moved by Councillor Ellen Forson. Seconded by Councillor Phil Fairlie.

Decision

The Committee agreed to:

1. Note and provide comment on the People Business Report 2021/22;
2. Note and provide comment on the People Business Plan 2022/23; and
3. Note the results of the Education and Social Work Staff Survey results at Appendices 3 and 4.

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This Committee would be Cathy Quinn's last meeting as she is retiring. The Committee wished her all the best for the future.

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AS(22)11 NATIONAL IMPROVEMENT FRAMEWORK REPORT AND PLAN, SCOTTISH ATTAINMENT CHALLENGE FUND PLAN

The report, submitted by the Senior Manger, People, presented the National Improvement Framework (NIF) Report and Plan 2022/23 and the Scottish Attainment Challenge Fund Plan 2022/23.

Councillor Forson asked why the report has not gone to Council for approval first. This is the first time that Members had seen report and it is for noting only. The Service confirmed that the report is due to go to Scottish Government in August, which would confirm that it has been approved, which it is not.

The Committee adjourned the meeting for 10 minutes for Committee to discuss way forward (actual time was 10:38 am until 10.42 am).

That Committee agreed that the item be withdrawn and presented to Council in October 2022.

AS(22)12 CLACKMANNANSHIRE LOCAL CHILD POVERTY ACTION REPORT 2021/22

The report, submitted by the Strategic Director, Partnership and Performance, presented the Clackmannanshire's Local Child Poverty Action Report for the period 2021/22 as required under the Child Poverty (Scotland) Act 2017. The report had been jointly prepared with NHS Forth Valley with contributions from a wide range of additional partners in line with the statutory guidance.

Motion

That Committee agrees the recommendations set out in the report.

Moved by Councillor Ellen Forson. Seconded by Councillor Phil Fairlie.

Decision

Having commented on and challenged the report, the Committee agreed to note that the report will be considered by the Clackmannanshire Alliance on 7 October 2022 and published on our website thereafter in line with requirements set out in the Child Poverty (Scotland) Act 2017.

AS(22)13 STAFF SURVEY 2021

The report, submitted by the Team Leader, Workforce Development and Learning, provided the Committee with details of the 2021 Clackmannanshire Council Staff Survey, and gave further information as to how results will be communicated, and used to inform future work.

Motion

That Committee agrees the recommendation set out in the report.

Moved by Councillor Denis Coyne. Seconded by Councillor Martha Benny.

Decision

Having commented on and challenged the report, the Committee agreed to note the report.

AS(22)14 AUDIT & SCRUTINY COMMITTEE FORWARD PLAN 2022/23

The report, submitted by the Strategic Director, Partnership and Performance, presented a forward plan for Audit & Scrutiny Committee.

Motion

That Committee agrees the recommendation set out in the report.

Moved by Councillor Denis Coyne. Seconded by Councillor Martha Benny.

Decision

The Committee agreed to endorse the forward plan as set out in Appendix 1, subject to it being approved by Council

Ends 1058 hrs