

**PERFORMANCE & AUDIT COMMITTEE MEETING**

**HELD IN SESTRAN OFFICES, MEETING ROOM 3E-95, VICTORIA QUAY,  
EDINBURGH, EH6 6QQ  
ON FRIDAY, 8<sup>TH</sup> SEPTEMBER, 2017  
10.00 A.M. – 12.30 P.M.**

<b>PRESENT:</b>	<u>Name</u>	<u>Organisation Title</u>
	Doreen Steele	Non-Councillor Member, SEStran
	Sandy Scotland	Non-Councillor Member, SEStran
	Cllr Chris Horne	West Lothian Council
	Cllr Dave Dempsey	Fife Council
	Barry Turner	Non-Councillor Member, SEStran
	Cllr Laura Murtagh	Falkirk Council

<b>IN ATTENDANCE:</b>	<u>Name</u>	<u>Organisation Title</u>
	George Eckton	SEStran
	Gavin King	City of Edinburgh Council
	Andrew Ferguson	Fife Council
	Iain Shaw	City of Edinburgh Council
	Karen Jones	Scott-Moncrieff
	Rosie Docherty	Independent Consultant (for item 13)
	Chloe Collins	St. Andrews University

*In the absence of a Chair, the Secretary took the chair for the first three items.*

**Action by**

**A1.. ORDER OF BUSINESS**

The Chair confirmed that the Order of Business was as per the agenda, subject to item 7(a) being taken before item 6, External Audit report.

**A2. APOLOGIES**

Apologies were received from John Martin, Non-Councillor Member, SEStran, Cllr Neil Gardiner, CEC, Cllr Russell Imrie, Midlothian Council, Cllr Jim Fullarton, SBC, Cllr Darren Lee and Cllr Phil Fairlie, Clackmannanshire Council and Cllr Brian Small, East Lothian Council.

**A3. DECLARATIONS OF INTERESTS**

None.

**A4. APPOINTMENT OF CHAIR**

It was agreed to appoint Sandy Scotland as Chair.

**A5 MINUTES**

The minutes of the Performance & Audit meeting of Friday 17<sup>th</sup> February, 2017 were noted and approved as a correct record.

**A6. EXTERNAL AUDIT REPORT - Report by Scott Moncrieff**

Karen Jones confirmed that work was ongoing but that it was hoped that a satisfactory conclusion would be achieved i.e. an unqualified audit.

**Decision**

The Committee noted the position and agreed that the action points from the audited accounts be considered at the next meeting of the Committee.

**A7. FINANCE REPORTS**

(a) Audited Financial Statement of Accounts 2016-17

Iain Shaw provided an update on the audited financial statements of accounts, 2016-17, and in particular the accounting treatment of RTP1 hardware which had been decommissioned.

**Decision**

The Committee noted the update on the audited financial statements of accounts 2016-17; and noted that the accounts would be available in full for the Board.

(b) Public Services Forum (Scotland) Act 2010 (PRSA)

The Committee considered a report by Iain Shaw, Treasurer/Angela Chambers, Business Manager advising the Board of annual publication of certain information to be published.

**Decision**

The Committee noted:-

- (a) the content of the material for publication under the Public Services Reform (Scotland) Act 2010 and detailed in appendix 1 of the report;

(b) agreed that the relevant separate statements would be published on SEStran website; and

(c) as regards paragraph 8.4 of the report, remitted the Partnership Director to investigate how outcomes could be demonstrated more clearly quantitatively and qualitatively.

## **A8 RISK REGISTER**

The Committee considered a report by Angela Chambers providing the Committee with an overview of SEStran's Risk Management Framework and reporting the results of an internal review carried out over the summer.

### **Decision**

The Committee :-

- Agreed that the current Risk Register is no longer fit for purpose;
- Noted with approval the newly designed Risk Register template;
- Noted that a Risk Report will be brought to the November meeting of the Performance and Audit Committee; and
- Commended Sophie Pugh for her work in producing the revised format.

## **A9 POLICY & PROJECTS UPDATE**

Keith Fiskin , Business Partner, presented a report by Jim Grieve, Head of Programmes updating the members on the Scottish Government's programme and approach to the comprehensive review of the National Transport Strategy ("NTS2") and on SEStran's progress on awarding the "FAST" grant.

### **Decision**

The Committee noted the contents of the report.

## **A10 CYBER RESILIENCE: PUBLIC SECTOR ACTION PLAN -**

The Committee considered a report by Angela Chambers, Business Manager on the global cyber-attack which affected more than 150 countries worldwide and had a high profile impact on some NHS services in Scotland, underlining the potential seriousness of the cyber threat.

## **Decision**

The Committee:-

- (1) Noted the contents of the report;
- (2) Requested that the Partnership should write to Scottish Government outlining SEStran's commitment to cyber resilience but seeking to understand the offer of further funding for small public bodies to undertake the actions within the proposed timescale; and
- (3) Agreed that a further report will be brought to a future meeting of the Committee when Scottish Government formalise and publish their Action Plan and Best Practice Guidance.

### **A11 CONSULTATION ON PROPOSED CHANGES TO COUNCILLORS' CODE OF CONDUCT**

The Committee considered a report by Andrew Ferguson, Secretary updating Members of a revision to the Councillors' Code which would affect Regional Transport Partnership (RTP) members, and revisiting the position as regards SEStran's own Code of Conduct.

## **Decision**

The Committee noted:-

- that the terms of the Scottish Government's change to the Code of Conduct for Councillors, was not available on the date of the meeting; and
- the terms of the current SEStran Code of Conduct.

*The Committee agreed to exclude the public and press under the relevant provisions of the Act for the remaining items. Keith Fisker and Chloe Collins left the meeting at this point.*

### **A12. LENGTH OF TENURE OF CHAIR/DEPUTY CHAIRS**

The Committee considered a report by Andrew Ferguson, Secretary and Legal Adviser, advising members of the terms of the report to the Partnership Board on 11<sup>th</sup> August which advised on the revised guidance from Transport Scotland on length of tenure for Chairs and Deputy Chairs of Regional Transport Partnerships (RTPs).

## **Decision**

The Committee:

1. noted the terms of the report and associated note and discussed the issues arising from it; and

2. agreed to record the issues in the year's governance statement delegating the appropriate wording to the Partnership Director and Secretary and Legal Adviser, in consultation with the Treasurer and Internal and External Auditors.

### **A13. GRADING REVIEW**

The Committee considered a report by George Eckton, Partnership Director, providing the Board with a summary of results and proposed implementations.

#### **Decision**

The Committee:-

1. agreed the implementation of the new grading structure for SEStran;
2. noted the grading review concluded the action agreed by the Performance and Audit Committee in September, 2016 and implements an action included in our statutory Equality Outcomes 2017-2021, agreed by the Board in March, 2017; and
3. noted the update provided on the continued lobbying by SEStran to have all RTPs included on the Redundancy Modification Order and the legal advice provided as part of the Grading Review which concludes that RTPs are covered by the provisions of the Order.

### **A14. AOCB**

None

### **A15. DATE OF NEXT MEETING**

#### **Decision**

The Committee noted that the next meeting would take place on Friday 24<sup>th</sup> November 2017 at 10.00 a.m.

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