

PERFORMANCE & AUDIT COMMITTEE

**HELD IN THE MANDELA ROOM, CITY CHAMBERS, EDINBURGH, EH1 1YJ
ON FRIDAY 6 SEPTEMBER 2019
10AM**

PRESENT:	<u>Name</u>	<u>Organisation Title</u>
	Councillor Imrie (Chair)	Midlothian Council
	Councillor Dempsey	Fife Council
	Councillor Murtagh	Falkirk Council
	Callum Hay	Non-Councillor Member
	Simon Hindshaw	Non-Councillor Member
	Doreen Steele	Non-Councillor Member
	Barry Turner	Non-Councillor Member

IN ATTENDANCE:	<u>Name</u>	<u>Organisation Title</u>
	Angela Chambers	SEStran
	Keith Fisker	SEStran
	Gavin King	City of Edinburgh Council
	Iain Shaw	City of Edinburgh Council
	Karen Jones	Scott Moncrieff
	Hannah Markley	SEStran

Action by

A1. ORDER OF BUSINESS

It was confirmed that there was no change to the order of business.

A2. APOLOGIES

Apologies were received from Councillors Fullarton and Horne and Jim Grieve.

A3. DECLARATION OF INTERESTS

None.

A4. MINUTES

To approve the minute of the Performance and Audit Committee of 7 June 2019 as a correct record.

A5. EXTERNAL AUDIT ANNUAL REPORT 2018/19

The 2018/19 Annual Audit Report from the independent external

auditors was presented.

The external auditors found that the Annual Governance Statement was consistent with the financial statements and had been prepared in accordance with the Delivering Good Governance in Local Government: Framework (2016). Its key observation in terms of financial sustainability was that the Partnership was yet to develop medium to long terms financial plans due to the uncertainty of funding. However, following the enactment of the Transport (Scotland) Bill and the publication of three-year funding settlements from the Scottish Government, the Partnership is set to develop these medium to long term plans.

Decision

To note the report.

(Reference – report by the External Auditor, submitted)

A6. AUDITED ANNUAL ACCOUNTS

The audited accounts for the year ended 31 March 2019 were presented.

Decision

- 1) To note the audited accounts and the Auditor's opinion in the audit certificate.
- 2) To refer the Audited Annual Accounts to the Partnership Board for its approval.

(Reference – report by the Treasurer, submitted)

A7. ANNUAL REPORT 2018/19

The Committee considered the draft annual report which detailed SEStran's performance up to the end of the financial year 2019.

The Annual Report focussed on the project portfolio and outlined the contributions SEStran had made to the region over the previous year.

Decision

- 1) To update the text on Levenmouth Rail Link following the announcement by the Scottish Government to re-open the line.
- 2) To ask the Partnership Director to consider introducing an executive summary.
- 3) To ask the Partnership Director to consider how further detail could be outlined that would showcase the partnership working that SEStran has undertaken. This should also

highlight areas where SEStran has contributed even if it has not led the project.

- 4) To ask the Partnership Director to consider utilising development sessions so that Board Members have an opportunity to discuss major workstreams and projects.

(Reference – report by the Programmes Manager, submitted)

A8. GRIEVANCE POLICY AND PROCEDURE

Approval was sought for an updated Grievance Policy and Procedure.

Decision

To approve the revised Grievance Policy and Procedure subject to:

- i) The addition of some text cross-referencing the whistleblowing policy;
- ii) The provision of some added flexibility to timescales; and
- iii) Updating of the reference to the Data Protection Act.

(Reference – report by the Secretary, submitted)

A9. PROJECTS REPORT & EU EXIT UPDATE

An update was provided on the EU exit process and the current status and progress with SEStran's projects.

Decision

To note the report.

(Reference – report by the Programmes Manager, submitted)

A10. DATE OF NEXT MEETING

Friday 22 November 2019 at 10.00am in the Mandela Room, City Chambers, Edinburgh, EH1 1YJ