

**PERFORMANCE & AUDIT COMMITTEE  
 REMOTE MEETING VIA MS OFFICE TEAMS  
 ON FRIDAY 11 SEPTEMBER 2020 10:00am**

<b>PRESENT:</b>	<u>Name</u>	<u>Organisation Title</u>
	Councillor Imrie (Chair)	Midlothian Council
	Councillor Dempsey	Fife Council
	Councillor Fullarton	Scottish Borders Council
	Councillor Murtagh	Falkirk Council
	Councillor Rose	City of Edinburgh Council
	Callum Hay	Non-Councillor Member
	Doreen Steele	Non-Councillor Member
	Barry Turner	Non-Councillor Member

<b>IN ATTENDANCE:</b>	<u>Name</u>	<u>Organisation Title</u>
	Angela Chambers	SEStran
	Andrew Ferguson	SEStran
	Jim Grieve	SEStran
	Anne Herriman	SEStran
	Gavin King	City of Edinburgh Council
	Martin Scott	City of Edinburgh Council
	Iain Shaw	City of Edinburgh Council
	Karen Jones	Scott Moncrieff
	Gail Dick (for item C1)	HR Advisor

**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 Councillor Horne and Simon Hindshaw

**A3. DECLARATION OF INTERESTS**

None.

**A4. MINUTES**

- 1) To approve the minute of the Performance and Audit Committee of 5 June 2020 as a correct record.
- 2) To record the Chairs thanks to Cllr Dempsey for chairing the Performance and Audit Committee of 5 June 2020.

**A5. EXTERNAL AUDIT ANNUAL REPORT 2019/20 AND AUDITED**

## **ANNUAL ACCOUNTS 2019/20**

A verbal update was provided on the External Audit Annual Report 2019/20 And Audited Annual Accounts 2019/20. Members noted the following:

- The Partnership's unaudited annual accounts for 2019/20 were passed to the external auditor by the statutory deadline of 30 June.
- In accordance with relevant regulations, the unaudited annual accounts were published on the Partnership's website by 30 June 2020 and made available for public inspection from 1 July 2020 for a period of 15 working days.
- The supplementary provisions contained within the Coronavirus (Scotland) Act 2020 allow SEStran, in consultation with their external auditors, to defer reporting to those charged with governance by up to two months i.e. from the end of September until the end of November.
- The supplementary provisions reflect the additional logistical challenges of obtaining appropriate audit assurance within a remote working environment, particularly where access to supporting physical records may not be available.
- For the 2019/20 External Audit and publication of the Audited Annual Accounts, it is likely there will be a delay to the reporting of the audit outcome. Partnership Members would be kept informed of the position and revised timescales.
- As in previous years, it was planned that the audited annual accounts and auditor's report would be submitted to the Performance and Audit Committee and then presented for approval by the Partnership Board.

### **Decision**

- 1) To note the verbal update.
- 2) To note that the audited annual accounts and auditor's report would be submitted to the rescheduled Performance and Audit Committee on 6 November 2020.

## **A6. DRAFT ANNUAL REPORT 2019/20**

The Committee considered the draft annual report which detailed the proposed text which would form the basis of SEStran's Annual Report 2019/20.

The annual report provided an overview of SEStran's project portfolio; it highlighted the contributions that SEStran had made to the region over the last year, in line with the agreed objectives of the Regional Transport Strategy (RTS) and SEStran's annual Business

Plan.

The Committee suggested a number of changes to the Annual Report which officers agreed to reflect in the final draft. These suggestions included:

- To include a sentence on where the future lies in terms of the Partnerships involvement with European Projects.
- To include details on the reconvened Roles and Responsibilities Working Group, looking at regional governance.
- To amend the wording error in the quote from Councillor Colin Davidson under the Levenmouth Rail Link heading.
- A request should be made to Non-Councillor Members to send in a suitable photograph if they would like to appear in the publication.
- Insert a paragraph about the ongoing need to have a conversation at regional level with bus companies to try and engage them into acknowledging and understanding the challenges for people getting around.

#### **Decision**

Subject to the suggestions at the meeting being incorporated to the final version, to note the contents of the draft Annual Report 2019/20 and to note it would be presented to the Partnership Board for approval prior to publication.

(Reference – report by the Partnership Manager, submitted)

### **A7. PROJECTS PERFORMANCE**

An update was provided on the current status and progress with SEStran's projects. Where relevant the report covered the position on COVID-19 in relation to project delivery this financial year.

#### **Decision**

To note the report.

(Reference – report by the Partnership Manager, submitted)

### **A8. DATE OF NEXT MEETING**

Friday 6 November 2020 at 10.00am

### **C1 PARTNERSHIP MANAGEMENT**

The Committee, in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, excluded the public from the meeting during

consideration of items 2, 3 and 4 of the minute for the reason that they involved the likely disclosure of exempt information as defined in Paragraphs 1 and 6 of Part 1 of Schedule 7(A) of the Act.

A report was considered in relation to the Partnership's management arrangements

**Decision**

Detailed in the Confidential Schedule, signed by the Chair, with reference to this minute.

(References – SEStran Performance and Audit Committee 8 March 2019 (item A11); report by the Partnership Secretary, submitted)