

PERFORMANCE & AUDIT COMMITTEE

**REMOTE MEETING VIA MS OFFICE TEAMS
ON FRIDAY 6 November 2020
10AM**

PRESENT:	<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
	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
	Jim Grieve	SEStran
	Anna Herriman	SEStran
	Martin Scott	City of Edinburgh Council
	Iain Shaw	City of Edinburgh Council
	Karen Jones	Azets

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, Councillor Hoy and Gavin King

A3. DECLARATION OF INTERESTS

Councillor Cameron Rose declared a non-financial interest in item 5 - External Audit Annual Report 2019/20 and item 6 - Finance Reports, as a quasi-Trustee of the Lothian Pension Fund.

A4. MINUTES

To approve the minute of the Performance and Audit Committee of 11 September 2020 as a correct record subject to adding a non-financial declaration of interest for Cllr Cameron Rose for Item 5 - External

Audit Annual Report 2019/20 and Audited Annual Accounts 2019/20
– as a quasi-Trustee of the Lothian Pension Fund.

A5. EXTERNAL AUDIT ANNUAL REPORT 2019/20

The 2019/20 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). The Partnership had appropriate systems in place to record, process, summarise and report financial and other relevant data. The external auditors had not identified any significant weaknesses or governance issues in the Partnership's accounting and internal control systems throughout the period or as a result of remote working during the COVID-19 pandemic.

Its key observation in terms of financial sustainability was that the three-year financial plans (commencing 2020/21) had been developed in 2019/20 and approved by the Partnership.

Decision

- 1) To note the Annual Audit Report to members of South East of Scotland Transport Partnership and the Controller of Audit.
- 2) To note the Action Plan points and management responses at Appendix Two.
- 3) To refer the Annual Audit Report to the meeting of the Partnership Board on 20th November 2020.

(Reference – report by the External Auditor, submitted)

A6. Finance Reports

(a) Audited Annual Accounts 2019/20

The audited accounts for the year ended 31 March 2020 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 approval.

(Reference – report by the Treasurer, submitted)

(b) Financial Planning 2021/22 to 2022/23

An update was provided on the financial planning being progressed for the Partnership for the 2021/22 revenue budget, with indicative financial plans for 2022/23.

Decision

To note the update on the financial planning assumptions being progressed for the Partnership for the 2021/22 revenue budget and indicative financial plans for 2022/23.

(Reference – report by the Treasurer, submitted)

(c) Treasury Management – Mid-Term Review

Details were provided of the investment activity undertaken on behalf of the Partnership during the first half of the 2020/21 Financial Year.

Decision

- 1) To the investment activity undertaken on behalf of the Partnership
- 2) To refer the report to the Partnership Board for noting.

(Reference – report by the Treasurer, submitted)

A7. RISK MANAGEMENT

A six-monthly update of the Risk Register was provided to the Committee.

Decision

- 1) To note the Risk Register.
- 2) To note that the arrangement for the re-appointment of non-Councillor members remained in accordance with Regional Transport Partnerships guidance on membership.
- 3) To note that a final version of the Risk Register would be presented to Partnership Board for noting.

(Reference – report by the Business Manager, submitted)

A8. PROJECT PERFORMANCE REPORT

Information was provided on the current status and progress of the various projects SEStran was involved in. Where relevant any impacts on project progress arising from Covid-19, including those affecting progress or delivery by suppliers or partners were noted.

Decision

- 1) To note progress on current projects and that the report would be presented to the next Partnership Board following this Committee.
- 2) To note that a breakdown of the Attitudinal Survey & Data Collection project would be reported to a future meeting of the Performance and Delivery Committee.
- 3) To note that details would be included on how the GO E-Bike project was being promoted in Buckhaven and that consideration would be given on how to link up with local newspapers to increase publicity of the project.
- 4) To note that consideration would be given to hosting a meeting of the SEStran Performance & Audit Committee at a Mobility Hub when physical meetings were permitted to allow members to view a Mobility Hub as part of their performance and audit duties.

(Reference – report by the Senior Partnership Manager, submitted)

A9. DATE OF NEXT MEETING

Friday 5 March 2021 at 10.00am - subject to approval by the Partnership Board.