

PERFORMANCE & AUDIT COMMITTEE

**REMOTE MEETING VIA MS OFFICE TEAMS
ON FRIDAY 4 June 2021
12pm**

PRESENT:	<u>Name</u>	<u>Organisation Title</u>
	Councillor Imrie (Chair)	Midlothian Council
	Councillor Dempsey	Fife Council
	Councillor Fullarton	Scottish Borders Council
	Councillor Horne	West Lothian 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
IN ATTENDANCE:	<u>Name</u>	<u>Organisation Title</u>
	Angela Chambers	SEStran
	Gavin Cluckie	City of Edinburgh Council
	Andrew Ferguson	SEStran
	Jim Grieve	SEStran
	Anna Herriman	SEStran
	Martin Scott	City of Edinburgh Council
	Dheeraj Shekhar	City of Edinburgh Council
	Iain Shaw	City of Edinburgh Council

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 Balsillie, Simon Hindshaw and Karen Jones (Azets).

A3. DECLARATION OF INTERESTS

Councillor Cameron Rose declared a non-financial interest in item 6(a), Unaudited Annual Accounts 2020/21, as a quasi-Trustee member of the Lothian Pension Fund.

A4. MINUTES

To approve the minute of the Performance and Audit Committee of 5

March 2021 as a correct record.

A5. INTERNAL AUDIT 2020/21

An update on the outcomes of the 2020/21 SEStran Internal Audit review was provided. Members were invited to provide insights on areas for potential inclusion in the scope of the planned 2021/22 audit.

Decision

- 1) To note the outcomes of the 2020/21 IA review, and the associated costs.
- 2) To agree the Chief Internal Auditor would engage with the Partnership Director at the start of audit to assess what the imminent risk was for the organisation to plan and scope the audit.

(Reference – report by the Chief Internal Auditor, submitted)

A6. Finance Reports

(a) Unaudited Annual Accounts 2020/21

The Unaudited Annual Accounts for 2020/2021 were submitted in accordance with the Local Authority Accounts (Scotland) Regulations 2014.

The accounts were subject to audit and the audited Annual Accounts, incorporating the Auditor's report, would be presented to the Performance and Audit Committee and Partnership Board in due course.

The net revenue budget of the Partnership in 2020/21 was £0.972m, funded by Government Grant and Council Contributions. Overall the Partnership had an underspend of £122,000. The underspend arose due to a combination of underspends on the core revenue budget and projects budget, offset by an overspend on the RTPI project budget.

Decision

- 1) To note the unaudited Annual Accounts for 2020/21 and refer the Unaudited Accounts to the Partnership Board for review.
- 2) To authorise the Partnership Treasurer to amend the accounts for presentation to the Board to reflect a change

in the pension fund liability.

- 3) To note that the audited Annual Accounts, incorporating the Auditor's report, would be presented to the Performance and Audit Committee and Partnership Board in due course.

(Reference – report by the Treasurer, submitted)

Declaration of Interest

Councillor Cameron Rose declared a non-financial interest as a quasi-Trustee member of the Lothian Pension Fund.

(b) Annual Treasury Report 2020/21

The Annual Treasury Report for 2020/21 was submitted in line with the requirements of the CIPFA Code of Practice on Treasury Management in the Public Sector.

Decision

To note the Annual Report for 2020/21 and refer it to the Partnership Board for noting.

(Reference – report by the Treasurer, submitted)

A7. RISK MANAGEMENT REPORT

Committee were provided with a six-monthly update on the risk register and were advised of the proposed development of a risk framework policy, as recommended by Internal Audit as part of its recent audit of resilience arrangements within SEStran.

Decision

- 1) To note that a final version of the Risk Register will be presented to Partnership Board for noting.
- 2) To note that a draft Risk Management Framework would be developed by management and presented to the Committee in November 2021.

(Reference – report by the Business Manager, submitted)

A8. PROJECTS PERFORMANCE REPORT

Details were provided on progress over the last quarter across SEStran's timebound projects and key work streams. Impacts on progress or delivery were explained, including those deriving from Covid-19.

During the discussion, a number of suggestions were put forward.

The following key points emerged:

- On Active Travel, a project was underway in a different region to encourage and facilitate Muslim women to cycle whilst retaining their dress code and that consideration should be given to adding a similar project to the repertoire of SEStran's projects.
- There was potential through the relationship between Demand Responsive Transport (DRT) and Mobility as a Service (MaaS) to increase accessibility to public transport in the SEStran region.
- There were trials going on in local authority areas, including DRT options, and that it would be useful for Officers to engage with Chief Officers within local authorities in the SEStran region to learn and share best practice.

Decision

- 1) To note the progress outlined in the Performance Report (at Appendix 1) including impacts and delays recorded in relation to Covid-19.
- 2) To note amendments to the performance report template to include information on end dates where appropriate.
- 3) To note the agreed extension to the Share-North project.

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

A9. SESTRAN BUSINESS PLAN 2021-22 to 2023-24

Following the Committee's comments on the proposed three-year Business Plan at its meeting on 5th March, Committee's views were sought on the revised Plan, prior to submitting it to the Board for approval.

During the discussion, a number of proposed amendments/additions were put forward. The following key points emerged:

- In consultation with the Partnership Director and Senior Partnership Manager, the SEStran Consultant would consider how the Business Plan could reflect the need for flexibility.
- That consideration should be given to the wording of the Actions in Annex 5.1.
- To include a reference to Demand Responsive Transport (DRT) and Mobility as a Service (MaaS) in the list of actions in Annex 5.1.

Decision

- 1) To note the terms of the report.
- 2) To recommend to the Board that it consider the finalised draft Business Plan at the June Board, with updates to the Plan being brought back for further scrutiny in due course.

(References – SEStran Performance and Audit Committee, 5 March 2021 (item A7); report by the SEStran Consultant, submitted)

A10. DATE OF NEXT MEETING

Friday 10 September 2021 - time to be confirmed.