

**PERFORMANCE & AUDIT COMMITTEE**

**REMOTE MEETING VIA MS OFFICE TEAMS  
 ON FRIDAY 10 SEPTEMBER 2021  
 1pm**

<b>PRESENT:</b>	<u>Name</u>	<u>Organisation Title</u>
	Councillor Imrie (Chair)	Midlothian Council
	Councillor Dempsey	Fife Council
	Councillor Horne	West Lothian Council
	Councillor Rose (A1-A7)	City of Edinburgh Council
	Callum Hay	Non-Councillor Member
	Simon Hindshaw	Non-Councillor Member
	Doreen Steele	Non-Councillor Member

<b>IN ATTENDANCE:</b>	<u>Name</u>	<u>Organisation Title</u>
	John Connarty	City of Edinburgh Council
	Cheryl Fergie	SEStran
	Keith Fisker	SEStran
	Jim Grieve	SEStran
	Peter Jackson	SEStran
	Karen Jones	AZETS
	Nicola Mackenzie	AZETS
	Liam Nedd	AZETS
	Sarah Stirling	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**

None.

**A3. DECLARATION OF INTERESTS**

Councillor Cameron Rose declared a non-financial interest in item A5, External Audit Annual Report 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 4 June 2021 as a correct record.

## **A5. EXTERNAL AUDIT ANNUAL REPORT 2020/21**

The findings arising from the Partnership's 2020/21 external audit were provided.

There were no qualifications to the draft audit certificate. The Auditor's draft opinion stated that the financial statements presented a true and fair view of the Partnership as at 31st March 2021 and its income and expenditure for the year then ended.

### **Decision**

- 1) To note the draft Annual Audit Report to members of South East of Scotland Transport Partnership and the Controller of Audit.
- 2) To refer the Annual Audit Report to the meeting of the Partnership Board on 24th September 2021.

(Reference – report by the Treasurer, submitted)

### **Declaration of Interest**

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

## **A6. AUDITED ANNUAL ACCOUNTS 2020/21**

The audited annual accounts for the year ended 31 March 2021 were presented.

### **Decision**

- 1) To note the audited accounts and the Auditor's opinion in the audit certificate.
- 2) To note that the audit opinion was subject to the completion of the following areas of work:
  - Review of most recently provided audit evidence.
  - Consideration of events subsequent to the balance sheet date.
  - Final checks and review, including for accuracy and consistency.
- 3) To refer the Audited Annual Accounts to the Partnership Board

for approval.

(Reference – report by the Treasurer, submitted)

#### **A7. DRAFT ANNUAL REPORT 2020/21**

The draft Annual Report for 2020/21 was provided. Comment was invited from the committee and authority sought for the Partnership director to finalise and publish the Report.

##### **Decision**

To note the draft Annual Report 2020/21.

(Reference – report by the Partnership Director, submitted)

#### **A8. HR POLICY REVIEW**

Committee were advised that a review of SEStran's Human Resources policies and procedures had commenced and that work would be ongoing with SEStran's HR adviser over the remainder of the financial year to complete the exercise.

##### **Decision**

- 1) To note the revised Home Working Policy.
- 2) To approve the Home Working Policy for implementation.
- 3) To note that further updates would be provided during the HR policy review period.
- 4) To note that a new Hybrid Working Policy was being developed.
- 5) To request that 3.4.2 of the Home Working Policy be amended from 'are advised' to 'must not'.

(Reference – report by the Business Manager, submitted)

#### **A9. 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.

The following points were raised:

- Where applicable, it was felt that it would be helpful to highlight the completion of outcomes, events or pieces of work.
- The Newburgh Station project was moving towards completion. There would not be any additional cost to the budget due to the delay.
- That SEStran would have a leadership role in a time of potentially significant transport changes and that it would be helpful to capture this. This would be taken up through the rewrite of the RTS.
- There was a new minister for Active Travel and it would be useful to arrange a meeting to discuss the role of Regional Transport Partnerships in delivery of active travel. A letter was currently being drafted to set this up.

### **Decision**

- 1) To note the progress outlined in the Performance Report (at Appendix 1 of the report) including impacts and delays recorded in relation to Covid-19.
- 2) To note the agreed time extension to the PriMaaS and Connect projects and time and funding extensions to the BLING, Surflogh and Regio-Mob projects.
- 3) To request a supplementary paper/appendix which would include the Covid-19 recovery work not included in the project review.

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

### **A10. DATE OF NEXT MEETING**

Friday 19 November 2021 - time to be confirmed.