

**PERFORMANCE & AUDIT COMMITTEE**

**REMOTE MEETING VIA MS OFFICE TEAMS  
ON FRIDAY 19 NOVEMBER 2021  
1pm**

<b>PRESENT:</b>	<u>Name</u>	<u>Organisation Title</u>
	Councillor Rose (Chair)	Midlothian Council
	Councillor Balsillie (A5a – A6a, 7 onwards)	Clackmannanshire Council
	Councillor Dempsey	Fife Council
	Councillor Fullarton (A6a onwards)	Scottish Borders Council
	Councillor Horne (A6b – 7)	West Lothian Council
	Councillor Murtagh (A1 – A5b)	Falkirk Council
	Simon Hindshaw	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
	Cheryl Fergie	SEStran
	Jim Grieve	SEStran
	Anna Herriman	SEStran
	Iain Shaw	City of Edinburgh Council
	Sarah Stirling	City of Edinburgh Council

**Action by**

**A1. ORDER OF BUSINESS**

In accordance with Standing Order 6.4(4), Councillor Rose was appointed as Chair for this meeting.

**A2. APOLOGIES**

Councillor Hoy, Councillor Imrie and Callum Hay.

**A3. DECLARATION OF INTERESTS**

None.

**A4. MINUTES**

To approve the minute of the Performance and Audit Committee of 10 September 2021 as a correct record.

## **A5. FINANCE REPORTS**

### **(a) Indicative Financial Plan 2022-23 to 2024-25**

An update was provided on financial planning being progressed for the 2022/23 revenue budget and on the indicative financial plans for 2023/24 – 2024/25.

#### **Decision**

- 1) To note the financial planning assumptions for the period 2022/23 to 2024/25.
- 2) To note that financial planning for 2022/23 to 2024/25 would continue to be developed for approval of a revenue budget by the Partnership at its meeting in March 2022.
- 3) To note that the proposed budget was subject to a number of risks. All income and expenditure of the Partnership would continue to be monitored closely with updates reported to each Partnership meeting.

(Reference – report by the Treasurer, submitted)

### **(b) Mid Term Review Treasury Management Activity**

The investment activity undertaken on behalf of the Partnership during the first half of the 2021/22 Financial Year was reviewed.

#### **Decision**

- 1) To note 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)

## **A6. RISK MANAGEMENT**

### **(a) Risk Register**

A six-month update on the risk register was provided, which was an integral part of SEStran's Risk Management process.

An update was provided at the meeting on 10.2 of Appendix 1 of the report to inform the committee that a meeting of the Succession Planning Committee had been held and a process

approved for the recruitment and reappointment of Non-Councillor Members.

### **Decision**

- 1) To note the report.
- 2) To note that a final version of the Risk Register would be referred to the Partnership Board for noting.
- 3) To request that the committee conduct an annual self-assessment exercise. The Partnership Director would consider and report back on an approach to a potential exercise.
- 4) To agree to add a risk to the Risk Register on competence and experience of new members of the committee, considering the potential training implications.

(Reference – report by the Business Manager, submitted)

### **(b) Risk Management Framework Policy**

The proposed Risk Management Framework policy, attached as Appendix 1 of the report by the Business Manager, was presented.

Discussion took place on risk appetite for new projects. Doreen Steele agreed that she would share the papers from the KPMG exercise with the NHS Board on risk maturity for reference.

### **Decision**

- 1) To approve the Risk Management Framework Policy.
- 2) To delegate authority to the Partnership Director to make any agreed amendments to finalise and implement the policy.
- 3) To request that risk appetite be taken into consideration at Appendix 4 of the report.

(Reference – report by the Business Manager, submitted)

## **A7. HR POLICY REVIEW**

The proposed Hybrid Working policy, attached as Appendix 1 of the report by the Business Manager, was presented. An update on the

wider annual HR policy review was also provided.

### **Decision**

- 1) To approve the Hybrid Working Policy for implementation.
- 2) To approve the amendments made to the Recruitment Policy for implementation.
- 3) To approve the amendments made to the Family Leave Policy for implementation.
- 4) To note that a further update would be provided to the committee subject to review of the Health and Safety Policy.
- 5) To agree that the wording of the Person Specification would be considered before being finalised.

(Reference – report by the Business Manager, submitted)

## **A8. PROJECTS PERFORMANCE REPORT**

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

### **Decision**

- 1) To note the progress outlined in the Performance Report (Appendix 1 of the report by the Senior Partnership Manager).
- 2) To agree to share the online map resource which charted investment and RTPI screens.
- 3) To agree that further detail on Project 5.5 – Connect – Interreg North Sea Region would be provided to the next meeting of the Performance and Audit Committee.
- 4) To agree to consider how the urban aspect of the DRT could be recorded.

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

## **A9. DATE OF NEXT MEETING**

1.00pm on Friday 4 March 2022 – provisional date subject to approval by the Partnership Board of 3 December 2021.