

## PERFORMANCE & AUDIT COMMITTEE

Diamond Jubilee Room, City Chambers, Edinburgh, EH1 1YJ  
and via Microsoft Teams  
On Wednesday 23 November 2022 at 10am

<b>PRESENT:</b>	<u>Name</u>	<u>Organisation Title</u>
	Councillor Imrie (Chair)	Midlothian Council
	Councillor Pattle	West Lothian Council
	Councillor Linehan	Scottish Borders Council
	Councillor Law	Clackmannanshire Council
	Councillor Glen (from item 7a)	Fife Council
	Councillor McMillan	East Lothian Council
	Doreen Steele	Non-Councillor Member
	John Scott	Non-Councillor Member
<b>IN ATTENDANCE:</b>	<u>Name</u>	<u>Organisation Title</u>
	Jim Grieve	SEStran
	Cheryl Fergie	SEStran
	Angela Chambers	SEStran
	Andrew Ferguson	SEStran
	Keith Fiskin	SEStran
	Iain Shaw	City of Edinburgh Council
	Martin Scott	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

Councillor Scott Arthur, Callum Hay and Simon Hindshaw

#### A3. DECLARATION OF INTERESTS

None.

#### A4. MINUTES

To approve the minute of the Performance and Audit Committee of 13 September 2022 as a correct record.

**A5 INDICATIVE FINANCIAL PLAN 2023/24 TO 2025/26**

An update was provided on financial planning being progressed for the 2023/24 revenue budget and indicative financial plans for 2024/25 – 2025/26.

During discussion, Committee were advised that approval would not be until 18<sup>th</sup> March 2023 by which time any changes to the then current financial position would be reflected.

**Decision**

- 1) To note the financial planning assumptions for the period 2023/24 to 2025/26.
- 2) To note that financial planning for 2023/24 to 2025/26 would continue to be developed for approval of a revenue budget by the Partnership at its meeting in March 2023.
- 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)

**A6. RISK MANAGEMENT FRAMEWORK**

The Performance and Audit Committee, at its meeting in November 2021 approved the SEStran Risk Management Framework Policy. This policy supports the management of the overall risk process within the organisation, including its governance arrangements.

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

**Decision**

- 1) To note the risk register.
- 2) To note that a final version of the Risk Register would be referred to the Partnership Board for noting.

(References – SEStran Performance and Audit Committee, 21 November 2021 (item A6(b)); report by the Business Manager, submitted)

**A7 PERFORMANCE AND AUDIT MEMBER ROLE AND FUTURE REPORTING**

**(a) Performance & Audit Committee Terms of Reference**

The Performance and Audit Committee Terms of reference were presented for information. The Terms of Reference and functions of the Performance and Audit Committee were to deal with the following matters: scrutiny, staffing, standards and audit.

**Decision**

- 1) To note the Terms of Reference.
- 2) To agree that officers would report to Committee, when appropriate, on issues relating to customer care and the complaints procedure.

(Reference – Performance and Audit Committee Terms of Reference, submitted)

**(b) Introduction to Future Reporting**

The Partnership Director provided an update regarding the future reporting of the project's performance report. The Partnership Director recommended the Project Performance Report ceases to be considered at the Performance & Audit Committee and goes to the Board on the B Agenda with exceptional matters remaining on the A Agenda. The Board could refer anything specific to the Performance & Audit Committee that they felt required further consideration and scrutiny.

The Partnership Director suggested the Business Plan is reported to the Performance and Audit Committee for scrutiny.

**Decision**

- 1) To note verbal report.
- 2) To agree that the Partnership Director would recommend to the Board that the Project Performance Report ceases to be considered at the Performance & Audit Committee and goes to the Board on the B Agenda with exceptional matters remaining on the A Agenda, with specific issues the Board felt required further consideration and scrutiny being referred to the Performance & Audit Committee.
- 3) To agree that the Business Plan would be presented to the Performance & Audit Committee as being the more

appropriate document for scrutiny.

(Reference – verbal report by the Partnership Director, submitted)

**(c) Project Performance Report – Response to questions from P&A 13/09/22**

Members considered a report responding to the questions raised at the Performance and Audit Committee meeting of 13 September 2022 in relation to Item A7, 'Project Performance Report'. The information provided addressed the following questions:

- a) further details to be provided on SEStran Strategic Network, and
- b) more performance and take-up metrics on the GO SEStran app.

**Decision**

To note the report

(References – SEStran Performance and Audit Committee, 13 September 2022 (item A7); report by the Senior Partnership Manager, submitted)

**A8. PROPOSED DATE OF NEXT MEETING**

10.00am on Friday 3rd March 2023.