

**PERFORMANCE & AUDIT COMMITTEE**

**Mandela Room, City Chambers, Edinburgh, EH1 1YJ  
and via Microsoft Teams  
On Friday 2 June 2023  
1.00pm**

<b>PRESENT:</b>	<u>Name</u>	<u>Organisation Title</u>
	Councillor Imrie (Chair)	Midlothian Council
	Councillor Glen	Fife Council
	Councillor Law	Clackmannanshire Council
	Councillor Linehan	Scottish Borders Council
	Councillor McMillan	East Lothian Council
	Councillor Pattle	West Lothian Council
	Simon Hindshaw	Non-Councillor Member
	Doreen Steele	Non-Councillor Member

<b>IN ATTENDANCE:</b>	<u>Name</u>	<u>Organisation Title</u>
	Brian Butler	SEStran
	Angela Chambers	SEStran
	Keith Fiskin	SEStran
	Iain Shaw	City of Edinburgh Council
	Christopher Gardner	Audit Scotland

**Action by**

**A1. ORDER OF BUSINESS**

It was confirmed that there was no change to the order of business.

**A2. APOLOGIES**

Apologies were submitted on behalf of Callum Hay and John Scott.

**A3. DECLARATION OF INTERESTS**

None.

**A4. MINUTES**

To approve the minute of the Performance and Audit Committee of 3 March 2023 as a correct record.

**A5 Unaudited Annual Accounts 2022/23 and Treasury Management report 2022/23**

**(a) Unaudited Annual Accounts 2022/23**

The unaudited Annual Accounts were presented to the Performance and Audit Committee in accordance with the Local Authority Accounts (Scotland) Regulations 2014. It was highlighted that the accounts are subject to audit and 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.

**Decision:**

- 1) To note the unaudited Annual Accounts for 2022/23 and refer the Unaudited Accounts to the Partnership Board for review.
- 2) 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)

**(b) Treasury Management report 2022/23**

The Partnership has adopted the CIPFA Code of Practice on Treasury Management in the Public Sector. Under the code, an annual report on Treasury Management must be submitted to the Partnership at the end of each financial year.

**Decision:**

- 1) To note the annual Treasury Management report for 2022/23.

(Reference – report by the Treasurer, submitted)

**A6. BUSINESS PLAN DEVELOPMENT 2024-2027**

An update in relation to the Business Plan development process for the next 3-year activity period covering 2024-2027 was provided.

Members spoke in favour of the proposed short life working group and agreed that the membership should be made up of members of the Performance and Audit Committee. It was also agreed that consideration would be given to including strategy as part of the remit of the working group.

**Decision:**

- 1) To agree the establishment of a short life working group to devise and manage progress of the Business Plan 2024-27.
- 2) To agree that membership would be made up of 5 members of the Performance and Audit Committee and that officers would circulate an email to all members of the committee regarding membership.
- 3) To agree that officers would work with working group members to devise the Terms of Reference and to submit them to the next meeting of the Committee for approval with consideration being given to the inclusion of strategy.

(Reference – report by the Programme Manager, submitted)

**A7. RISK MANAGEMENT FRAMEWORK**

An update regarding the 6 monthly risk register was provided with reference being made to closed risks, three newly added and five key updates.

Members suggested that the working group covering business planning be factored into the risk register.

**Decision:**

- 1) To agree that officers would consider including the working group on business planning as part of the risk register.
- 2) To note that a final version of the Risk Register would be

referred to the Partnership Board for noting.

(Reference – report by the Business Manager, submitted)

#### **A8. FAMILY LEAVE POLICY**

The amended Family Leave Policy was presented with reference being made to the updated government guidelines on UK and overseas adoption and fostering for adoption.

Members commented in relation to the rates of pay, in addition to the lack of a breast feeding policy. Officers agreed to explore this whilst acknowledging that the Family Leave Policy ties in with existing Falkirk Council policy.

#### **Decision:**

- 1) To approve the amendments made to the Family Leave Policy for implementation.
- 2) To agree that officers will explore the possibility of creating a breast feeding policy and including in future.

(Reference – report by the Business Manager, submitted)

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

Friday 8<sup>th</sup> September 2023.