

**PERFORMANCE & AUDIT COMMITTEE**

**Diamond Jubilee Room, City Chambers, Edinburgh, EH1 1YJ  
and via Microsoft Teams  
On Friday 3 March 2023  
1.00pm**

<b>PRESENT:</b>	<u>Name</u>	<u>Organisation Title</u>
	Councillor Imrie (Chair)	Midlothian Council
	Councillor Glen (from Item A6)	Fife Council
	Councillor Linehan	Scottish Borders Council
	Councillor Pattle	West Lothian Council
	Councillor Arthur (Items A1 to A5)	City of Edinburgh Council
	Simon Hindshaw	Non-Councillor Member
	Doreen Steele	Non-Councillor Member
	John Scott	Non-Councillor Member

<b>IN ATTENDANCE:</b>	<u>Name</u>	<u>Organisation Title</u>
	Brian Butler	SEStran
	Angela Chambers	SEStran
	Andrew Ferguson	SEStran
	Keith Fiskin	SEStran
	Peter Jackson	SEStran
	Gavin King	City of Edinburgh Council
	Matthew MacArthur	City of Edinburgh Council
	Martin Scott	City of Edinburgh Council
	Iain Shaw	City of Edinburgh Council
	Dheeraj Shekhar	City of Edinburgh Council
	Christopher Gardner	Audit Scotland
	Lucy Telling	Audit Scotland

**Action by**

**A1. ORDER OF BUSINESS**

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

**A2. APOLOGIES**

Councillor McMillan and Callum Hay

**A3. DECLARATION OF INTERESTS**

None.

**A4. MINUTES**

To approve the minute of the Performance and Audit Committee of 23 November 2022 as a correct record.

## **A5 AUDIT PLANS 2021/22**

### **(a) External Audit Plan 2022-23**

A summary of the work plan for the 2022/23 external audit of the South-East of Scotland Transport Partnership (“the Partnership”) was provided.

Audit Scotland had been appointed as the Partnership’s External Auditor for the period from 2022/23 until 2026/27

#### **Decision**

- 1) To note the External Audit Plan for 2022/23.
- 2) To refer the External Audit Plan to the Partnership Board meeting of 17th March 2023.

(Reference – report by the External Auditor, submitted)

### **(b) Internal Audit 2022/23**

The City of Edinburgh Council Internal Audit (IA) team performed one annual review to provide assurance over the controls established to mitigate certain key SEStran partnership risks.

An update was provided on the outcomes of the 2022/23 SEStran IA review. The Performance and Audit Committee’s insights were sought on areas for potential inclusion in the scope of the planned 2023/24 audit. It was noted that there was still time to provide suggested key areas of risk for the audit next year.

During the discussion the Chair suggested Doreen Steele contact the Partnership Director to discuss ways to improve the Thistle card and if any actions could be incorporated in to the Thistle Card programme.

#### **Decision**

- 1) To note the progress with completion of an audit action raised in 21/22 audit year.
- 2) To note outcomes of the 2023/23 IA review of the Thistle Assistance Programme, and the associated

costs.

(Reference – report by the Head of Internal Audit, submitted)

## **A6. FINANCE REPORTS**

### **(a) Revenue Budget 2023/24 and Indicative Financial Plan 2024/25 to 2025/26**

The revenue budget for 2023/24 and an indicative financial plan for 2024/25 to 2025/26 were presented for review by the Performance and Audit Committee.

The proposed revenue budget for 2023/24 would be presented to the Partnership Board for approval at its meeting on 17 March 2023.

#### **Decision**

- 1) To note the financial planning assumptions for the Partnership's proposed revenue budget for 2023/24.
- 2) To note that financial planning for 2024/25 to 2025/26 would continue to be developed throughout 2023 for consideration by the Partnership in December 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)

### **(b) Annual Treasury Management Strategy**

A Treasury Management Strategy for 2022/23 was proposed.

#### **Decision**

- 1) To review the Annual Treasury Management Strategy.
- 2) To refer the Strategy to the Partnership Board to approve the continuation of the current arrangement, as outlined in Appendix 1 of the report.

(Reference – report by the Treasurer, submitted)

## **A7. ANTI-BRIBERY POLICY**

The Internal Audit Report presented to the Performance and Audit Committee in March 2022 raised one low level finding and

consequently made recommendations for an appropriate process to be developed and implemented that would enable staff to declare any conflicts of interest, including the provision of guidance that ensured conflicts of interest are clearly defined and understood.

Management had agreed to make changes to the Anti Bribery Policy to reflect the recommendations made in the report.

The Anti Bribery Policy was presented for review.

### **Decision**

- 1) To approve the amendments made to the Anti Bribery Policy for implementation.
- 2) To note that a report on the annual HR policy review will be presented to Committee at a future meeting.

(References – SEStran Performance and Audit Committee 4 March 2022 (item A5b); report by the Business Manager, submitted)

## **A8. BUSINESS PLAN ACTIVITY UPDATE 2023 - 2024**

An update was provided to the Committee on the Business Plan activity for the year April 2023 to March 2024.

During the discussion it was noted that there was some overlap between the Business Plan Activity Update and the Project report. It was noted that the Business Plan Activity update was not the tracker and that a different document provided this function but there may be a need to review the overall package in terms of how the reports were presented to Committee.

### **Decision**

- 1) To note the report by the Programmes Manager.
- 2) To note the contents in Appendix 1 of the report Draft Activity Plan update.

(Reference – report by the Programmes Manager, submitted)

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

Friday 2<sup>nd</sup> June 2023.