

PERFORMANCE & AUDIT COMMITTEE

**Dean of Guild Court Room, City Chambers, Edinburgh, EH1 1YJ
and via Microsoft Teams
on Friday 17 November 2023
1.00pm**

PRESENT:	<u>Name</u>	<u>Organisation Title</u>
	Councillor Imrie (Chair)	Midlothian Council
	Councillor Arthur	City of Edinburgh Council
	Councillor Glen	Fife Council
	Simon Hindshaw	Non-Councillor Member
	Councillor Law	Clackmannanshire Council
	Councillor Linehan	Scottish Borders Council
	John Scott	Non-Councillor Member
	Doreen Steele	Non-Councillor Member

IN ATTENDANCE:	<u>Name</u>	<u>Organisation Title</u>
	Brian Butler	SEStran
	Angela Chambers	SEStran
	Cameron Duck	SEStran
	Keith Fiske	SEStran
	Christopher Gardner	Audit Scotland
	Andrew Henderson	City of Edinburgh Council
	Iain Shaw	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

Apologies were submitted on behalf of Councillor Paul Garner (Falkirk Council) and Councillor Sally Pattle (West Lothian Council)

A3. DECLARATION OF INTERESTS

None.

A4. MINUTES

- (a)** To approve the minute of the Performance and Audit Committee of 8th September 2023 as a correct record.

To approve the minute of the Special Performance and Audit Committee of the 19th September 2023 as a correct record.

A5 INDICATIVE FINANCIAL PLAN 2024/25 TO 2025/26

Officers provided an update on the financial planning being progressed for the 2025/26 revenue budget and outlined an indicative plan for 2025/26.

It was confirmed that following review by the Performance and Audit Committee, a report on financial planning for 2024/25 to 2025/26 will be presented to the Partnership Board on 1st December 2023 for review. The Partnership's Core and Projects budgets will continue to be developed to achieve expenditure within available funding, prior to a budget for 2024/25 being presented to the Partnership Board for approval at its meeting in March 2024.

Decision

- 1) To note the financial planning assumptions for the period 2024/25 to 2025/26;
- 2) To note that financial planning for 2024/25 to 2025/26 will continue to be developed for approval of a revenue budget by the Partnership at its meeting in March 2024; and
- 3) To note that the proposed budget is subject to a number of risks. All income and expenditure of the Partnership will continue to be monitored closely with updates reported to each Partnership meeting.

(Reference – report by the Treasurer, submitted)

A6. RISK REGISTER

Officers presented the six-monthly update on SEStran's risk register acknowledging that the Performance and Audit Committee approved the SEStran risk management framework policy at its meeting in November 2021 to support the management of the overall risk process within the organisation. It was confirmed that risk 2.9 Other Funding Sources had been closed.

Decision

- 1) To note the contents of the reports; and
- 2) To note that a final version of the Risk Register will be referred to the Partnership Board for noting.

(Reference – report by the SEStran Business Manager, submitted)

A7. SESTRAN BUSINESS PLAN DEVELOPMENT 2024 TO 2027

Officers provided an update on the Business Plan development process for the next 3-year activity period, highlighting that the first draft would be submitted to the next meeting of the Performance and Audit Committee.

The Convener of the Performance and Audit Committee took the opportunity to thank members for volunteering to participate in the working group and highlighted that, as this was not a closed group, all members are welcome to participate.

Decision

To note that the contents of the report.

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

A8. DATE OF NEXT MEETING

Friday 1 March 2024