

## **PERFORMANCE AND AUDIT COMMITTEE ARRANGEMENTS**

### **1 INTRODUCTION**

- 1.1 This report and its appendices outline required appointments to the Committee, and propose setting up a new Sub-Group to provide additional scrutiny around project and strategy delivery.

### **2 APPOINTMENTS TO THE COMMITTEE**

- 2.1 At the UK General Election on 4 July 2024, Councillor Scott Arthur of City of Edinburgh Council was elected as a Member of Parliament. As a result, he resigned as a Councillor, and was replaced on the SEStran Partnership Board by Councillor Stephen Jenkinson. Cllr Jenkinson does not automatically replace Cllr Arthur on the Committee. Instead, it falls to the City of Edinburgh Council to advise SEStran of the replacement.
- 2.2 The Council has been asked to nominate a replacement, and this will be reported to the Committee when the nomination has been received.
- 2.3 At its meeting on 27 September 2024, the Partnership Board appointed Councillor Sally Pattle of West Lothian Council as its Chair. Following the Board meeting, Councillor Pattle resigned her position on the Partnership's Performance and Audit Committee.
- 2.4 Each Council should have representation on the Committee and, as Cllr Pattle represents West Lothian Council, an invitation has been extended to the other West Lothian Councillor on the Partnership Board, Tom Conn. Cllr Conn's response will be reported to the Committee in due course.

### **3 PROJECT AND STRATEGY DELIVERY OVERSIGHT SUB GROUP**

- 3.1 As part of the ongoing oversight of project and strategy delivery, it is proposed that a Project and Strategy Delivery Oversight Sub Group (PaSDOS) of the Performance and Audit Committee is established. This Sub Group would add to, and not replace, normal scrutiny of project and strategy delivery, which is currently reported to the Performance and Audit Committee and the Partnership Board. Nor would it replace Board approvals for forward planning, including the Business Plan, Delivery Plans, or completed Strategies. Minutes of the Sub Group would be reported to the following Performance and Audit Committee Meetings.
- 3.2 It is proposed that the Sub Group meets quarterly on the fourth Friday following the quarter end – this would result in meetings at the end of July, October, January and April. This would allow reporting to be produced for the Sub Group on progress in that quarter so that it could be adequately scrutinised. The first meeting of the Sub Group would therefore be Friday 24<sup>th</sup> January 2025. It should be noted that ad hoc meetings

may be called at short notice where required, for example to avoid delays in initiating new projects, or where urgent guidance is required from Board members.

- 3.3 It is proposed that the work of the Sub Group is centred on the following for each project and strategy work area:
- A detailed analysis of key project documentation including the Project Outline Document, Project Initiation Document, Project Status Reports, and Project Closure Reports
  - A review of progress in the most recent quarter
  - Progress against outcomes as agreed in the Business Plan
  - Updates on financial projections for the year as agreed in the Annual Budget and spend within the quarter
  - Progress against project timelines and milestones as agreed in the Business Plan
  - The current programme risk register and issues log

The first meeting of the Sub Group would be used to agree any reporting required in addition to the above, and to agree Terms of Reference for the Sub Group.

- 3.4 Given the scale of the People and Place delivery programme it is proposed that additional reporting will be provided for this that will include:
- Detailed breakdown of progress on individual projects, including key achievements and lessons learned
  - Information on actual and predicted grant claims
  - The current People and Place programme risk register and issues log

As for the wider delivery programme, the first meeting of the Sub Group would be used to agree any reporting required for People and Place in addition to the above.

- 3.5 It is proposed that membership of the Sub Group be made up of at least two Councillor members and two non-Councillor members, none of whom are required to be members of the Performance and Audit Committee. It is further proposed that membership is initially by invitation, at the direction of the Committee Chair, in order that members with specific skillsets can be targeted. These skillsets may include audit, accounts, programme or project management, change management, risk management or legal knowledge.

## **4 RECOMMENDATIONS**

- 4.1 The Committee is asked to:
- Note the position regarding future appointments to the Committee
  - Approve the formation of the Project and Strategy Delivery Oversight Sub Group as set out in section 3

Michael Melton  
**Programme Manager**  
29<sup>th</sup> November 2024

Policy Implications	There is no policy implication arising from this report. Appointments to the Committee are in line with the Standing Orders. The proposed Sub-Group would support delivery of the Regional Transport Strategy.
Financial Implications	There is no financial implication arising from this report. All project work is delivered within confirmed budgets. The proposed Sub-Group will result in additional scrutiny of project budgets.
Equalities Implications	There are no adverse equalities implications arising from this report.
Climate Change Implications	There are no negative climate change implications arising from this report.