

**PERFORMANCE & AUDIT COMMITTEE**

**Virtual Meeting via Microsoft Teams  
on Friday 29 November 2024  
1.00pm**

<b>PRESENT:</b>	<u>Name</u>	<u>Organisation Title</u>
	Councillor Imrie (Chair)	Midlothian Council
	Councillor Law	Clackmannanshire Council
	Councillor Linehan	Scottish Borders 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
	Cheryl Fergie	SEStran
	Christopher Gardner	Audit Scotland
	Andrew Henderson (Clerk)	City of Edinburgh Council
	Sarah Junik	SEStran
	Marta Kuzma	Audit Scotland
	Sandra Lavergne	SEStran
	Michael Melton	SEStran
	Iain Shaw	City of Edinburgh Council
	Tarryn Wilson-Jones	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 Councillor Glen (Fife Council), Councillor John McMillan (East Lothian Council) and Callum Hay (Non-Councillor Member).

**A3. DECLARATION OF INTERESTS**

None.

**A4. MINUTES**

To approve the minute of the Performance and Audit Committee of

Friday 13 September 2024 as a correct record.

## **A5. P&A COMMITTEE ARRANGEMENTS**

An overview of the required appointments to the Committee and a proposal to set up a new Sub-Group which will provide additional scrutiny around project and strategy delivery was presented.

### **Decision**

- 1) To note the position regarding future appointments to the Committee; and
- 2) To agree the formation of the Project and Strategy Delivery Oversight Sub Group as set out in section 3

(Reference – report by the Programme Manager, submitted)

## **A6. FINANCE REPORTS**

### **(a) Audited Annual Accounts 2023-2024**

The draft Audited Annual Accounts for the year ended 31st March 2024 were presented.

### **Decision**

To note the draft audited annual accounts and the Auditor's opinion in the audit certificate.

(Reference – report by the Treasurer, submitted)

### **(b) Indicative Financial Plan 2025/26 to 2026/27**

An update on financial planning being progressed for the 2025/26 revenue budget and an indicative plan for 2026/27.

### **Decision**

- 1) To note the financial planning assumptions for the period 2025/26 to 2026/27;
- 2) To note that financial planning for 2025/26 to 2026/27 will continue to be developed for approval of a revenue budget by the Partnership at its meeting in March 2025; 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)

### **(c) Finance Officer's Report**

The second update on the financial performance of the Partnership's Core and Projects budgets for 2024/25, in accordance with the Financial Regulations of the Partnership was presented along with an. This report analysis of financial performance to the end of October 2024.

#### **Decision**

- 1) To note the forecast overspend on the Core revenue budget of £14,000, which is principally due to a reduction in Scottish Government grant funding and will be met by a drawdown from the Partnership's unallocated reserve;
- 2) To note the forecast underspend on the Projects budget of £50,000, after future lease commitments are met; and
- 3) To note the proposed re-alignment of the Projects 2024/25 budget.

(Reference – report by the Treasurer, submitted)

## **A7. PROJECTS AND STRATEGY PERFORMANCE**

An update on the Partnership's strategy and project workstreams over the last quarter was presented. The project report sits alongside the new project lifecycle management process, that will link directly from the business plan to a project outline document, to a project initiation document and, once this has been approved, into this project progress report. This process will allow us to report to the Committee of progress against project objectives, with the aim of this commencing for all projects from the start of 25/26.

#### **Decision**

- 1) To note progress recorded by project in the past quarter;
- 2) To note officers would speak to Scottish Borders Council about the work being done in Hawick on e-bikes; and
- 3) To note officers would speak to stakeholders at East Lothian Community Hospital about issues with the carpark being used as a park and ride.

(Reference – report by the Programme Manager, submitted)

**A8. RISK MANAGEMENT**

The six monthly update of the SEStran risk register was presented.

**Decision**

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

**A9. DATE OF NEXT MEETING**

Friday 28<sup>th</sup> February 2024