

**PERFORMANCE & AUDIT COMMITTEE**

**Virtual Meeting via Microsoft Teams  
 on Friday 28 February 2025  
 1.00pm**

<b>PRESENT:</b>	<u>Name</u>	<u>Organisation Title</u>
	Councillor McMillan (Chair)	East Lothian Council
	Councillor Law (items A8b – A12)	Clackmannanshire Council
	Councillor Linehan	Scottish Borders Council
	Councillor Conn	West Lothian Council
	Callum Hay	Non-Councillor Member
	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
	Cheryl Fergie	SEStran
	Callum Finlayson Crawshaw	Audit Scotland
	Keith Fisker	SEStran
	Andrew Henderson (Clerk)	City of Edinburgh Council
	Sandra Lavergne	SEStran
	Michael Melton	SEStran
	Rachel Murphy	SEStran
	Iain Shaw	City of Edinburgh Council
	Tarryn Wilson-Jones	Audit Scotland

**Action by**

**A1. APPOINTMENT OF CHAIR**

**Decision**

To appoint Councillor McMillan as the Chair for the remainder of the meeting.

**A2. ORDER OF BUSINESS**

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

**A3. APOLOGIES**

Apologies were submitted on behalf of Councillor Imrie (Midlothian Council)

**A4. DECLARATION OF INTERESTS**

None.

**A5. MINUTES**

To approve the minute of the Performance and Audit Committee of Friday 29<sup>th</sup> November 2024 as a correct record.

**A6. PROJECTS AND STRATEGY PERFORMANCE REPORT**

An update on future reporting plans was provided with an overview of performance of the Partnership's strategy and project workstreams in Quarter 4 to date.

**Decision**

To note the contents of this report.

(Reference – report by the Programme Manager, submitted)

**A7. EXTERNAL AUDIT PLAN 2024/2025**

The External Auditor's Annual Audit Plan for 2024/25 was presented.

**Decision**

- 1) To note the External Audit Annual Audit Plan; and
- 2) To refer the External Audit Annual Audit Plan to the Partnership Board meeting of 14<sup>th</sup> March 2025

(Reference – report by the Treasurer, submitted)

**A8. FINANCE REPORTS**

**(a) Revenue Budget 2025/26 and Indicative Financial Plan 2026/27 to 2027/28**

An update on development of a revenue budget for 2025/26 and an indicative financial plan for 2026/27 were presented. The proposed revenue budget for 2025/26 will be presented to the Partnership Board for approval at its meeting on 14th March 2025.

**Decision**

- 1) To note the financial planning assumptions for the Partnership's

proposed revenue budget for 2025/26;

- 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;
- 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)

### **(b) Annual Treasury Management Strategy 2024/25**

The Treasury Management Strategy for 2025/26 was presented.

#### **Decision**

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

(Reference – report by the Treasurer, submitted)

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

An 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 with an analysis of financial performance to the end of January 2025.

#### **Decision**

- 1) To note the forecast of a balanced Core revenue budget for 2024/25; and
- 2) To note the forecast underspend on the Projects budget of £83,000 after future lease commitments are met. The actual underspend will be confirmed at the financial year-end and carried forward to 2025/26.

(Reference – report by the Treasurer, submitted)

## **A9. RISK MANAGEMENT FRAMEWORK**

An update on SEStran's strategic risk register was presented. Whilst presenting the report officers highlighted an inaccuracy in relation to

paragraph 3.1 and clarified that the decision to focus on the key strategic risks was prompted by a conversation with Audit Scotland, and was not a recommendation in the final Audit Report as stated in the paper.

### **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.

(Reference – report by the Business Manager, submitted)

## **A10. SESTRAN BUSINESS PLAN 2025/26**

An update on the new and ongoing work SEStran officers plan to deliver in the year 2025/26, as well as a direction for these projects in the medium term was presented.

### **Decision**

- 1) To note the themes and core activity of the business plan on the Miro Board presented at the meeting;
- 2) Note the activity planned by officers and give feedback; and
- 3) To approve progress of the draft plan for presentation to the Partnership Board in March for discussion; and
- 4) To request that officers include a reference to learning strategies in future.

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

## **A11. CONTRACTS REGISTER**

The contract register was presented for review in line with a commitment to transparency in procurement.

### **Decision**

To note the Contract Register as attached at Appendix 1

(Reference – report by the Programme Manager, submitted)

## **A12. DATE OF NEXT MEETING**

Friday 8<sup>th</sup> June 2025