

## **Appointments to The Performance & Audit Committee and Sub-Group**

### **1. INTRODUCTION**

- 1.1 This report seeks the Board's approval of nominations to the Performance and Audit Committee by West Lothian Council and the City of Edinburgh Council
- 1.2 It also details the membership of the Project and Strategy Delivery Oversight Subgroup (PaSDOS)

### **2. APPOINTMENTS**

- 2.1 West Lothian Council made the following nomination for a representative to the Performance and Audit Committee: Cllr Tom Conn
- 2.2 The City of Edinburgh Council made the following nomination for a representative for the Performance and Audit Committee: Cllr Steven Jenkinson

### **3. PROJECT AND STRATEGY DELIVERY OVERSIGHT SUBGROUP (PaSDOS)**

- 3.1 The Performance and Audit Committee meeting of the 29 November 2024 agreed to set up a Project and Strategy Delivery Oversight Subgroup (PaSDOS) to 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.
- 3.2 The remit of Subgroup is to:
- Undertake a detailed analysis of key project documentation including the Project Outline Document, Project Initiation Document, Project Status Reports, and Project Closure Reports
  - Review progress in the most recent quarter
  - Review progress against outcomes as agreed in the Business Plan
  - Scrutinise financial projections for the year as agreed in the Annual Budget and spend within the quarter
  - Monitor progress against project timelines and milestones as agreed in the Business Plan
  - the current programme risk register and issues log
- 3.3 Membership of PaSDOS was to be made up of at least two Councillor members and two non-Councillor members, and was to be 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. The following have been agreed as the Members of the Subgroup:

- Councillor John McMillan
- Councillor Tom Conn
- John Scott
- Simon Hindshaw
- Alastair Couper

3.4 The first meeting of PaSDOS was held on 14 February. At the meeting, the Subgroup:

- Appointed Councillor John McMillan as Chair
- Reviewed their terms of reference and agreed to a number of revisions. Agreed to revisit the ToR at the next meeting
- Discussed reporting requirements to ensure adequate scrutiny

A copy of the minutes of the meeting is attached at Appendix 1.

#### **4. RECOMMENDATIONS**

4.1 The Board is asked to:

4.1.1 Approve the appointments of Councillors Conn and Jenkinson to the Performance and Audit Committee

4.1.2 Note the membership and remit of the Project and Strategy Delivery Oversight Subgroup

Michael Melton  
Programme Manager  
7 March 2025

#### **Appendix 1: Minutes of the Performance and Strategy Delivery Oversight Subgroup - 14th February 2025**

Policy Implications	None
Financial Implications	None
Equalities Implications	None
Climate Change Implications	None

**PROJECT AND STRATEGY DELIVERY OVERSIGHT SUBGROUP**

**Virtual Meeting via Microsoft Teams  
on Friday 14 February 2025  
2.00pm**

<b>PRESENT:</b>	<u>Name</u>	<u>Organisation Title</u>
	Councillor McMillan (Chair from item 6)	East Lothian Council
	Councillor Conn	West Lothian Council
	Simon Hindshaw	Non-Councillor Member
	John Scott	Non-Councillor Member

<b>IN ATTENDANCE:</b>	<u>Name</u>	<u>Organisation Title</u>
	Brian Butler (chair up to item 5)	SEStran
	Keith Fisker	SEStran
	Sandra Lavergne	SEStran
	Michael Melton	SEStran
	Rachael Murphy	SEStran

**Action by**

**1. ORDER OF BUSINESS**

It was confirmed that there was no change to the order of business. Brian Butler confirmed that he would chair the meeting until the election of a permanent chair at item 5.

**2. APOLOGIES**

Apologies were submitted on behalf of Alastair Couper (Non-Councillor Member).

**3. DECLARATION OF INTERESTS**

None.

**4. PROPOSED TERMS OF REFERENCE**

A brief overview of the Terms of Reference was provided to the group.

Discussions focused on how to ensure that the groups remit in the

Terms of Reference (ToR) was suitably refined to make sure the required information was provided to the group and that discussion were as focused as possible. Other elements to be incorporated into the remit included reporting to the Performance and Audit Committee by exception and reviews of RAG statuses.

It was agreed that Michael Melton would redraft the remit section of the ToR for discussion with Cllr John McMillan and then onward circulation to the group for review by email in advance of the next meeting for final approval. MM

### **Decision**

Approval of the Terms of Reference was deferred until the next meeting of the Subgroup.

## **5. ELECTION OF CHAIR**

John Scott nominated Cllr John McMillan to be chair, which was seconded by Cllr Tom Conn. All were in agreement and Cllr John McMillan was elected chair of the Subgroup.

## **6. FUTURE REPORTING FORMAT AND CONTENT**

A summary of the paper was provided, and then each section was taken in turn to allow time for discussion

Risks and Issues: it was noted that the information here is very text heavy and hard to identify where the group should focus its attention. It was agreed it would be beneficial to review the format and order of the risk register in light of this.

Finance: it was agreed to add in a breakdown of spend to date by quarter

Programme: it was generally agreed that the current format is not ideal, and that some relevant narrative would be helpful.

Overall, it was also agreed to adopt an iterative approach to reporting, with time at the end of the next meeting to review and discuss any changes for the following meeting.

### **Decision**

To note the contents of the report.

## **7. DATE OF NEXT MEETING**

Friday 25<sup>th</sup> April 2025