



**MINUTES OF MEETING of the AUDIT AND SCRUTINY COMMITTEE held in Council
Chambers, Kilncraigs, Alloa On THURSDAY 13 JUNE 2024 at 9.30 AM.**

PRESENT

Councillor Denis Coyne (Vice Chair) – In the Chair
Councillor Martha Benny
Councillor Kenneth Earle (9.41am)
Councillor Phil Fairlie
Councillor Ellen Forson
Councillor William Keogh – via Teams
Councillor Bryan Quinn- via Teams

IN ATTENDANCE

Chris Alliston, Strategic Director (Partnership & Performance)
Lee Robertson, Senior Manager, Legal and Governance (Partnership & Performance) (Clerk to the Committee)
Pete Leonard, Strategic Director (Place)
Lorraine Sanda, Strategic Director (People)
Emma Fyvie, Senior Manager, Development (Place)
Cherie Jarvie, Senior Manager, Partnership and Transformation (Partnership and Performance)
Colin Bruce, Chief Education Officer (People)
Catriona Scott, Senior Manager, Secondary and Communities (People)
Robbie Stewart, Senior Manager, Sport and Leisure (People)
Alastair Hair, Senior Manager, HR and Workforce Development (Partnership & Performance)
John Allan, Principal Development Officer (Partnership and Performance)
Andrew Buchanan, Operations Manager, Housing (Place)
Gavin Wright, Team Leader, Property (Place)
Wilson Lees, Team Leader, Housing (Place)
Katie Roddie, Team Leader Housing Business Management (Place)
Jason Ross, Auditor (Partnership and Performance)
Melanie Moore, Committee Services, Legal and Governance (Partnership & Performance) (Minute)
Gillian White, Committee Services, Legal and Governance (Partnership & Performance)

ON TEAMS

Isabel Wright, Internal Audit Manager, Falkirk Council
David Williams, Interim Chief Officer, Clackmannanshire & Stirling Health and Social Care Partnership
Ewan Murray, Chief Finance Officer, Clackmannanshire & Stirling Health and Social Care Partnership
Lawrence Hunter, Energy and Sustainability Strategy Officer (Place)
Judi Richardson, Performance & Information Adviser (Partnership & Performance)
Michael Boyle, Improving Outcomes Business Manager (People)

AS(24)35 APOLOGIES

Apologies for absence were received from the Chair, Councillor Janine Rennie. Councillor Coyne will chair the meeting in the absence of her Chair.

AS(24)36 DECLARATIONS OF INTEREST

None.

AS(24)37 MINUTE OF AUDIT AND SCRUTINY COMMITTEE HELD ON 18 APRIL 2024

The minutes of the meeting of the Audit and Scrutiny Committee held on Thursday 18 April 2024 were submitted for approval.

Decision

The minutes of the meeting of the Audit and Scrutiny Committee held on Thursday 18 April 2024 were agreed as a correct record by the Committee and signed off by the Vice Chair.

AS(24)38 PLACE BUSINESS PLAN 2023-24 – HALF YEAR REVIEW

The report, submitted by the Strategic Director, Place, provided the Committee with an update on the Place Business Plan 2023-24 which was agreed in November 2023.

Motion

That the Committee agrees the recommendation as set out in the report.

Moved by Councillor Denis Coyne. Seconded by Councillor Phil Fairlie.

Decision

Having challenged and commented on the report, the Committee agreed to note the report.

AS(24)39 SCOTTISH HOUSING REGULATOR ANNUAL RETURN OF THE CHARTER (ARC)

The report, submitted by the Strategic Director, Place, provided information to the Committee on The Annual Return of Charter (ARC) presented to Council on 16 May and submitted to the Scottish Housing Regulator (SHR) on 31 May 2024 (appendix 1). The purpose of this report is to allow Housing Service performance to be scrutinised in meaningful way.

Motion

That the Committee agrees the recommendations as set out in the report.

Moved by Councillor Denis Coyne. Seconded by Councillor Kenneth Earle.

Decision

The Committee agreed:

1. Having challenged and commented on the report, the Committee agreed to note the report;
2. To note the intention of the Service to bring future ARC papers to Committee for Scrutiny each year.

AS(24)40 MULTI-TRADE CONTRACT – PROPERTY SERVICES

The report, submitted by the Senior Manager, Property, provided an update to the Committee on the use of the multi-trade contract by Property Services, designated as legal reference 2/6/1957.

Motion

That the Committee agrees the recommendation as set out in the report.

Moved by Councillor Denis Coyne. Seconded by Councillor Phil Fairlie.

Decision

Having challenged and commented on the report, the Committee agreed to note the report.

AS(24)41 UKRAINIAN REFUGEE PROGRAMME - UPDATE

The report, submitted by the Strategic Director, Place, briefed Committee on developments pertaining to the rehoming of refugees displaced from the war in Ukraine.

Motion

That the Committee agrees the recommendation as set out in the report.

Moved by Councillor Denis Coyne. Seconded by Councillor Kenneth Earle.

Decision

Having challenged and commented on the report, the Committee agreed to note the report.

**AS(24)42 PUBLIC BODIES' CLIMATE CHANGE REPORT DUTY (PBCCRD)
CLACKMANNANSHIRE COUNCIL ANNUAL REPORT 2022/23 INTERNAL
AUDIT**

The report, submitted by the Strategic Director, Place informed Members of the outcome of an internal audit process recently carried out on the Council's Public Body Climate Change Duties Annual Report 2022/23 and to set out actions that are being taken to address issues raised by the audit process.

Motion

That the Committee agrees the recommendation as set out in the report.

Moved by Councillor Denis Coyne. Seconded by Councillor Martha Benny.

Decision

Having challenged and commented on the report, the Committee agreed to note the report.

AS(24)43 INTERIM WORKFORCE STRATEGY UPDATE

The report, submitted by the Senior Manager, HR and Workforce Development, provided the Committee with an update on the Interim Workforce Strategy 2023-25.

Motion

That the Committee agrees the recommendation as set out in the report.

Moved by Councillor Denis Coyne. Seconded by Councillor Kenneth Earle.

Decision

Having challenged and commented on the report, the Committee agreed to note the report.

AS(24)44 CYBER SECURITY AND RESILIENCE

The report, submitted by the Senior Manager, Partnership and Transformation, provided Committee with a high level update on the national Cyber Security and Resilience work being led by Scottish Government and Digital Office Scotland and the activities that the Council is taking forward to improve cyber security resilience.

Motion

That the Committee agrees the recommendation as set out in the report.

Moved by Councillor Denis Coyne. Seconded by Councillor Martha Benny.

Decision

Having challenged and commented on the report, the Committee agreed to note the report.

The Chair adjourned the meeting at 11.08 am for a ten minute comfort break. When the meeting resumed at 11.17 am, 7 members remained present.

AS(24)45 INTERNAL AUDIT PROGRESS REPORT

The report, submitted by the Internal Audit Manager provided an update on progress with completion of the 2023/24 Internal Audit Plan. The Internal Audit manager stated that there was a typographical error in Appendix 2 in the Overtime Arrangements Audit Assurance which should read "No assurance".

Motion

To agree the recommendation set out in the report.

Moved by Councillor Denis Coyne. Seconded by Councillor Kenneth Earle.

Decision

The Committee agreed to note the progress being made with completion of the 2023/24 Internal Audit Plan.

AS(24)46 INTERNAL AUDIT ANNUAL ASSURANCE REPORT 2023/24

The report, submitted by the Internal Audit Manager provided an overall assurance on the Council's arrangements for risk management, governance, and control, based on Internal Audit work undertaken during 2023/24. It also sets out how Internal Audit operates in compliance with the Public Sector Internal Audit Standards and provided an update on performance via key Performance Indicators.

Motion

To agree the recommendations set out in the report.

Moved by Councillor Denis Coyne. Seconded by Councillor Ellen Forson.

Decision

The Committee agreed to note that:

- Sufficient Internal Audit work was undertaken to support a balanced assurance;
- Internal Audit can provide LIMITED assurance on the Council's arrangements for risk management, governance, and control for the year to 31 March 2024;
- In providing this opinion, Internal Audit operated in compliance with the Public Sector Internal Audit Standards with no impairments or restrictions to scope or independence. PSIAS require a five yearly independent external quality assessment of compliance. This has been undertaken by the Chief Internal Auditor at Argyll and Bute Council, who has concluded that Clackmannanshire Council Internal Audit section fully conforms with the standards; and
- Internal Audit met, and exceeded, each of its Key Performance Indicators.

AS(24)47 INTERNAL AUDIT PROGRESS REPORT

The report, submitted by the Internal Audit Manager presented Committee with the 2024/25 Internal Audit Plan for approval.

Motion

To agree the recommendations set out in the report.

Moved by Councillor Denis Coyne. Seconded by Councillor Martha Benny.

Decision

The Committee agreed to:

- Notes the resources available to Internal Audit;
- Notes that the plan is indicative and flexible;
- Approves the Internal Audit Plan for 2024/25; and
- Notes that progress will be reported to the Audit and Scrutiny Committee on an ongoing basis.

AS(24)48 INTERNAL AUDIT ACTIONS – PROGRESS REPORT

The report, submitted by the Strategic Director, Partnership and Performance provided the Committee with a progress update on outstanding actions arising from previous Internal Audit reports.

Motion

To agree the recommendation set out in the report.

Moved by Councillor Denis Coyne. Seconded by Councillor Ellen Forson.

Decision

Having challenged and commented on the report, the Committee agreed to note the report.

AS(24)49 EXCEPTIONS FROM THE APPLICATION OF CONTRACT STANDING ORDERS

It is a requirement of Contract Standing Orders that exceptions should be reported to the next available Audit & Scrutiny Committee. The report, submitted by the Strategic Director, Partnership and Performance, provided detail on Exceptions to Contract Standing Orders submitted in the previous quarter.

Motion

That the Committee agrees the recommendation as set out in the report.

Moved by Councillor Denis Coyne. Seconded by Councillor Phil Fairlie.

Decision

Having challenged and commented on the report, the Committee agreed to note the report.

AS(24)50 CORPORATE RISK REGISTER

The report, submitted by the Senior Manager, Partnership and Transformation, provided the Committee with the 2023/24 year end update on Clackmannanshire Council's Risk Register (Appendix A).

Motion

That Committee agrees the recommendation set out in the report.

Moved by Councillor Denis Coyne. Seconded by Councillor Ellen Forson.

Decision

Having commented and challenged the report, the Committee agreed to note the report as appropriate.

EXEMPT MINUTES OF MEETING of the AUDIT AND SCRUTINY COMMITTEE held in Council Chambers, Kilncraigs, Alloa On THURSDAY 13 JUNE 2024 at 9.30 AM.

The Vice Chair asked for a couple of minutes before proceeding onto the exempt item to provide an opportunity for external parties attending either in Chambers and virtually to leave the meeting.

EXEMPT ITEMS

The Council resolved in terms of Section 50(a) of the Local Government (Scotland) Act, 1973, that the press and public be excluded from the meeting during consideration of the following items of business on the grounds that they involved the likely disclosure of exempt information as detailed in Schedule 7A, Part 1, Paragraph 12

AS(24)51 INTERNAL AUDIT ANNUAL ASSURANCE REPORT 2023/24 – LEISURE INCOME FOLLOW UP REVIEW

The report, submitted by the Strategic Director, Partnership and Performance linked to the overall annual assurance provided by Internal Audit under agenda item 12, provided Committee with an overview of the findings arising from the Leisure Income Follow Up Review 2023/24.

Motion

To agree the recommendation set out in the report.

Moved by Councillor Denis Coyne. Seconded by Councillor Phil Fairlie.

Decision

Having commented and challenged the report, the Committee agreed to note the report as appropriate.

Ends 1206hrs

