



**MINUTES OF MEETING of the AUDIT AND SCRUTINY COMMITTEE held in Council
Chambers, Kilncraigs, Alloa on THURSDAY 24 OCTOBER 2024 at 9.30 AM.**

PRESENT

Councillor Janine Rennie (Chair)
Councillor Donald Balsillie (S)
Councillor Martha Benny
Councillor Denis Coyne
Councillor Kenneth Earle
Councillor Ellen Forson
Councillor William Keogh (Teams)
Councillor Bryan Quinn

IN ATTENDANCE

Chris Alliston, Strategic Director (Partnership & Performance)
Lee Robertson, Senior Manager, Legal and Governance (Partnership & Performance) (Clerk to the Committee)
Kevin Wells, Strategic Director (Place)
Lorraine Sanda, Strategic Director (People)
Cherie Jarvie, Senior Manager, Partnership and Transformation (Partnership and Performance)
Nicola Mack, Chief Accountant (Partnership & Performance)
Seonaid Scott, Health and Safety Manager (Partnership & Performance)
Ali Hair, Senior Manager HR (Partnership & Performance)
Evelyn Paterson, Senior Governance Officer (Partnership & Performance)
Colin Bruce, Chief Education Officer (People)
Adrienne Aitken, Senior Manager, ELC and Early Years (People)
Catriona Scott, Senior Manager, Secondary and Communities (People)
Scott McDonald, Senior Manager, Justice Services (People)
Des Donnelly, Group Commander, Clackmannanshire, Fife and Stirling LSO Area, Scottish Fire and Rescue Service
Rachel Rogers, Station Commander, Alloa Fire Station, Scottish Fire and Rescue Service
Chief Inspector Kat Thompson, Clackmannanshire Area Commander, Police Scotland
Chief Superintendent Roddy Irvine, Police Scotland
Rebecca Mc Connachie, External Audit, Deloittes
Ian Howse, External Audit, Deloittes (Teams)
Mhairi Miller, Solicitor, Legal and Governance (Partnership & Performance)
Helena Arthur, Solicitor, Legal and Governance (Partnership & Performance) (Depute Clerk)
Melanie Moore, Committee Services, Legal and Governance (Partnership & Performance)
Gillian White, Committee Services, Legal and Governance (Partnership & Performance) (Minute)

ON TEAMS

Sharon Robertson, Chief Social Work Officer (People) (Teams)
Lindsay Sim, Chief Finance Officer (Partnership & Performance) (Teams)
Derek Barr, Procurement Manager (Partnership & Performance)
Judi Richardson, Performance & Information Adviser (Partnership & Performance) (Teams)
Sarah Langsford, Senior Manager HR (Partnership and Performance) (Teams)
Andrew Buchanan, Housing Operations Manager (Place) (Teams)
Gillian Scott, Senior Manager, Early Intervention (People) (Teams)
Isabel Wright, Internal Audit Manager, Falkirk Council (Teams)
David Williams, Interim Chief Officer, Clackmannanshire & Stirling Health and Social Care Partnership (Teams)
Euan Murray, Chief Finance Officer, Clackmannanshire & Stirling Health and Social Care Partnership (Teams)

AS(24)60 APOLOGIES

Apologies for absence were received from Councillor Phil Fairlie, Councillor Donald Balsillie attended as substitute. Apologies were also received from Father Michael Carrie (Religious Representative).

AS(24)61 DECLARATIONS OF INTEREST

None.

**AS(24)62 MINUTE OF AUDIT AND SCRUTINY COMMITTEE HELD ON
22 AUGUST 2024**

The minutes of the meeting of the Audit and Scrutiny Committee held on Thursday 22 August 2024 were submitted for approval.

Decision

The minutes of the meeting of the Audit and Scrutiny Committee held on Thursday 22 August 2024 were agreed as a correct record by the Committee.

AS(24)63 PROCUREMENT ANNUAL REPORT

The purpose of the report, submitted by the Strategic Director, Partnership and Performance is to fulfil the Council's obligation under Section 18 of the Procurement Reform (Scotland) Act 2014, which requires an annual procurement report on regulated activities as soon as reasonably practicable after the financial year ends. It also updated the Committee on key procurement activities, statistical performance for 2023-24, and the resources available to support effective procurement.

The Procurement Manager advised of a typographical error in paragraph 4.2 of the report relating to the figure for local suppliers, which should read "local suppliers has increased by £1,764,202" not £15,758,141 as stated in the original report.

Motion

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

Moved by Councillor Janine Rennie. Seconded by Councillor Ellen Forson.

Decision

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

**AS(24)64 POLICE PERFORMANCE REPORT FOR CLACKMANNANSHIRE
OCTOBER 2023 TO MARCH 2024**

The report, submitted by the Local Police Commander, provided the Committee with information on the performance of Police Scotland in the Clackmannanshire local authority area for the period 1st October 2023 to 31st March 2024.

The report aligned with the headings of the priorities Clackmannanshire - Police Scotland (i.e. Responsive to the concerns of our communities, Enhancing our collective resilience to emerging threats, protecting people most at risk from harm and Promoting confidence through our actions Road Safety and Road Crime).

The Clackmannanshire Police Performance Report (Appendix 1) contains the current information on performance against selected performance indicators. This report provided complementary information to that in the table to present a summary of performance of policing in Clackmannanshire Council area and also identified emerging trends, threats and issues. Data for the report is sourced from Police Databases that are subject to changes as enquiries progress. They can be best regarded as Point in Time figures. 3 year average figures were not available for all measures. The information in the table should be regarded as provisional.

Motion

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

Moved by Councillor Janine Rennie. Seconded by Councillor Ellen Forson.

Decision

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

AS(24)65 FIRE PERFORMANCE ANNUAL REPORT 1ST APRIL 2023 – 31ST MARCH 2024

The report, submitted by the Local Senior Officer, Clackmannanshire, Fife and Stirling, Scottish Fire and Rescue Service, provided committee with an overview of the year performance of the Scottish Fire and Rescue Service (SFRS) in Clackmannanshire covering the period 1st April 2023 to 31st March 2024. The report (Appendix One) is based on performance against objectives and targets set out in the Local Fire and Rescue Plan for Clackmannanshire. Performance indicators are detailed in the summary report.

Motion

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

Moved by Councillor Janine Rennie. Seconded by Councillor Ellen Forson.

Decision

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

In line with Standing Order 10.23, the Chair adjourned the meeting at 11.30 am for a short comfort break. When the meeting resumed at 11.40 am, 8 members remained present.

AS(24)66 DIGITAL LEARNING STRATEGY AND ACTION PLAN 2023-2025

The report, submitted by Catriona Scott, Senior Manager, People, provided a progress report on the Clackmannanshire Digital Learning Strategy and Action Plan 2023-2025.

Motion

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

Moved by Councillor Janine Rennie. Seconded by Councillor Ellen Forson.

Decision

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

AS(24)67 HEALTH AND SAFETY ANNUAL REPORT 2023/24

The report, submitted by the Health and Safety Manager, provided the 2023/24 annual report on Health & Safety performance across the Council.

Motion

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

Moved by Councillor Janine Rennie. Seconded by Councillor Denis Coyne.

Decision

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

AS(24)68 REGULATION OF INVESTIGATORY POWERS (SCOTLAND) ACT 2000

The report, submitted by the Senior Manager, Legal and Governance, updated Committee on the Council's use of The Regulation of investigatory Powers (Scotland) Act 2000 (RIPSA) during the period March 2023 to April 2024.

Motion

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

Moved by Councillor Janine Rennie. Seconded by Councillor Martha Benny.

Decision

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

AS(24)69 PARTNERSHIP & PERFORMANCE: 2023/24 YEAR END BUSINESS PLAN UPDATE

The report, submitted by the Strategic Director, Partnership and Performance, updated the Committee on the year-end status of the 2023/24 Partnership and Performance Business Plan.

Motion

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

Moved by Councillor Janine Rennie. Seconded by Councillor Martha Benny.

Decision

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

In line with Standing Order 10.25, the Chair adjourned the meeting at 12.50 pm for a meal break. When the meeting resumed at 1.20 pm, 15 members remained present.

AS(24)70 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 purpose of the report, submitted by the Strategic Director, Partnership and Performance, was to provide detail on any Exceptions to Contract Standing Orders submitted in the previous quarter.

Motion

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

Moved by Councillor Janine Rennie. Seconded by Councillor Denis Coyne.

Decision

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

AS(24)71 DRAFT COUNCIL FINANCIAL PERFORMANCE FOR 2023/24

This report, submitted by the Chief Finance Officer, provided an update on the financial performance for the Council, for the 2023/24 financial year as at March 2024, in respect of: the General Fund (GF) revenue and capital spend and the achievement of savings for the current financial year 2023/24; the Clackmannanshire element of the Stirling & Clackmannanshire Health and Social Care Partnership (H&SCP) revenue spend; and the Housing Revenue Account (HRA) revenue and capital spend, for the financial year, 2023/24.

The Chief Finance Officer advised of an error at 2.1.4 in the recommendations within the report. Where it notes that the underspend is £5.260m, this should read £4.007m.

Motion

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

Moved by Councillor Janine Rennie. Seconded by Councillor Kenneth Earle.

Councillor Ellen Forson withdrew from the meeting at 13:42 hrs during debate on this item of business.

Decision

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

1. The General Fund revenue underspend of £(1.977)m for the year to 31 March 2024 before earmarked reserves;
2. The Clackmannanshire element of the Health and Social Care Partnership (H&SCP) spend on budget for the year to 31 March 2024, after allocation of reserves;
3. The HRA revenue surplus of £(4.709)m, £(0.891)m greater than the budgeted surplus for the year to 31 March 2024;
4. The HRA Capital programme underspend of £(4.007)m, of which £6.906m is proposed to be carried forward;
5. The overspends on the HRA Capital Programme and the management review that is underway to investigate these and identify actions to avoid reoccurrence;

6. The General Fund Capital Programme underspend of £(12.803)m, and proposed carry forward of £10.043m; and
7. The progress to date in delivering the £3.814m approved savings programme, with £2.642m, 69.3%, achieved as at 31 March 2024.

AS(24)72 COUNCIL FINANCIAL PERFORMANCE 2024/25 AS AT JUNE 2024

The report, submitted by the Chief Finance Officer, provided an update on the financial performance for the Council, as at June 2024, in respect of: the General Fund (GF) revenue and capital spend and the achievement of savings for the current financial year 2024/25; the Clackmannanshire element of the Stirling & Clackmannanshire Health and Social Care Partnership (H&SCP) revenue spend; and the Housing Revenue Account (HRA) revenue and capital spend, for the financial year, 2024/25.

Motion

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

Moved by Councillor Janine Rennie. Seconded by Councillor Donald Balsillie.

Decision

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

1. The General Fund revenue forecasted overspend of £0.669m for the year to 31 March 2025;
2. The Clackmannanshire element of the Health and Social Care Partnership (H&SCP) forecasted overspend of £6.471m as at June 2024, for the year to 31 March 2025;
3. The balances of earmarked reserves held and used to date and remaining balances;
4. The allocation of £0.288m COVID earmarked reserve in 2024/25 to support ongoing costs of COVID recovery;
5. The HRA revenue forecasted surplus of £(1.001)m greater than the budgeted surplus for the year to 31 March 2025;
6. The HRA Capital programme forecasted underspend of £(1.145)m.
7. The General Fund Capital Programme forecasted to underspend by £(2.442)m, with proposed carry forward of £2.010m; and
8. The progress to date in delivering the £5.383m approved savings programme, currently forecast to achieve £4.791m, 89%, as at 31 March 2025.

AS(24)73 2023/24 EXTERNAL AUDIT PLANNING REPORT

The report, submitted by the Chief Finance Officer, presented the External Audit Planning Report which set out the planned audit activity by the Councils External Auditors – Deloitte, in respect of the audit of the 2023/24 draft annual accounts and wider audit activity including Best Value.

Motion

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

Moved by Councillor Janine Rennie. Seconded by Councillor Kenneth Earle.

Decision

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

1. The proposed external audit plan, Appendix A, for the audit of the 2023/24 draft annual accounts, and
2. The timetable for presentation of the Annual Report and approval of the Final Audited Accounts (table1).

AS(24)74 INTERNAL AUDIT PROGRESS REPORT

The report, submitted by the Internal Audit Manager, provided an update on progress with completion of the 2024/25 Internal Audit Plan.

Motion

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

Moved by Councillor Janine Rennie. Seconded by Councillor Martha Benny.

Decision

The Committee agreed to note the progress being made with completion of the 2024/25 Internal Audit Plan.

AS(24)75 INTERNAL AUDIT CHARTER

The report, submitted by the Internal Audit Manager, sought Audit and Scrutiny Committee's approval of an updated Internal Audit Charter. The Charter sets out the role, authority, and responsibility of the Internal Audit team.

Motion

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

Moved by Councillor Janine Rennie. Seconded by Councillor Denis Coyne.

Decision

Having considered the report, the Committee approve the Internal Audit Charter as set out in Appendix 1 to the report.

Action

Internal Audit Manager

AS(24)76 CORPORATE RISK REGISTER

The report, submitted by the Senior Manager, Partnership and Transformation, provided Committee with the 2024/25 Quarter 2 update on Clackmannanshire Council's Corporate Risk Register (Appendix A).

Motion

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

Moved by Councillor Janine Rennie. Seconded by Councillor Donald Balsillie.

Decision

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

Ends 14:50hrs