

**MINUTES of MEETING of AUDIT AND SCRUTINY COMMITTEE held in the COUNCIL
CHAMBERS, KILMORY, LOCHGILPHEAD
on FRIDAY, 24 JANUARY 2020**

Present:

Martin Caldwell (Chair)

Councillor George Freeman
Councillor Alan Reid
Councillor Sandy Taylor

Councillor Richard Trail
Councillor Andrew Vennard

Attending:

Laurence Slavin, Chief Internal Auditor
Shona Barton, Committee Manager
Anne MacColl-Smith, Procurement and Commissioning Manager
Iain Jackson, Governance and Risk Manager
Sonya Thomas, Performance and Improvement Officer
Jim Rundell, Manager, Audit Scotland
David Meechan, Senior Auditor, Audit Scotland
Daffyd Jones, Trainee Auditor, Audit Scotland

The Chair ruled and the Committee agreed to vary the order of business to facilitate the commitments of officers in attendance. This minute reflects the order in which discussion took place.

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1. APOLOGIES FOR ABSENCE

The Chair welcomed everyone to the meeting.

Apologies for absence were intimated on behalf of Councillors Sir Jamie McGrigor and Jim Findlay.

2. DECLARATIONS OF INTEREST

There were no declarations of interest intimated.

3. MINUTES

The minute of the previous meeting of the Audit and Scrutiny Committee held on Tuesday, 24 September 2019 was approved as an accurate record.

4. TRAFFIC REGULATION ORDERS/COMMUNITY ENGAGEMENT REVIEW

The Committee gave consideration to a report advising of the current position of the Mull Traffic Regulation Order and Community Engagement Review.

Decision:

The Audit and Scrutiny Committee agreed to note the contents of the report.

(Ref: Report by Executive Director with responsibility for Legal and Regulatory Support, dated 24 January 2020, submitted.)

5. INTERNAL AUDIT SUMMARY OF ACTIVITIES

The Committee gave consideration to a report providing an update on Internal Audit activity during Quarter 3 against the following areas:

- 2019/20 Audit Plan progress
- Additional audit team activity
- Continuous monitoring
- Internal Audit development plan
- Performance indicators

Information was also provided in respect of acting up arrangements in place during the period of time in which the current Head of Service is acting up to the role of Executive Director.

Decision:

The Audit and Scrutiny Committee agreed to note and endorse the contents of the report.

(Ref: Report by Chief Internal Auditor, dated 24 January 2020, submitted.)

6. INTERNAL AUDIT REPORTS TO AUDIT & SCRUTINY COMMITTEE 2019/20

The Audit and Scrutiny Committee gave consideration to a report containing the action plans in relation to the following 5 audits:

- Care Home Provision
- Risk Management
- Building Standards
- Following the Public Pound
- Normal Operating Procedures/Emergency Action Procedures (Live Argyll)

Decision:

The Audit and Scrutiny Committee agreed to endorse the summary report and detail within each individual report.

(Ref: Report by Chief Internal Auditor, dated 24 January 2020, submitted.)

7. INTERNAL AND EXTERNAL AUDIT REPORT FOLLOW UP 2019-20

A report providing updates on all open actions as at 30 November 2019 including information on actions where the agreed implementation date has been rescheduled was considered.

Decision:

The Audit and Scrutiny Committee agreed to endorse the contents of the report.

(Ref: Report by Chief Internal Auditor, dated 21 January 2020, submitted.)

8. EXTERNAL AUDIT UPDATE REPORT

The Committee gave consideration to a report providing an update of current progress on external audit activity and recent national performance reports.

Decision:

The Audit and Scrutiny Committee agreed to note the contents of the report.

(Ref: Report by Audit Scotland, dated 24 January 2020, submitted.)

9. DRAFT 2020/21 INTERNAL AUDIT PLAN

The Committee gave consideration to a report introducing the draft 2020/21 internal audit plan which incorporated continuous monitoring and verification activity.

Decision:

The Audit and Scrutiny Committee agreed to endorse the content of the report.

(Ref: Report by Chief Internal Auditor, dated 24 January 2020, submitted.)

10. INTERNAL AUDIT BENCHMARKING

The Committee gave consideration to a report providing information about the establishment of an internal audit benchmarking group and the associated activity that has been agreed by the Council's Chief Internal Auditor with the Chief Auditors of five other Scottish Councils.

Decision:

The Audit and Scrutiny Committee:

1. endorsed a set of performance indicators; and
2. agreed that the CIA will bring a report to the Committee on an annual basis (each December) to report on the indicators and any additional benefits obtained from the ongoing engagement with the established benchmarking group.

(Ref: Report by Chief Internal Auditor, dated 24 January 2020, submitted.)

11. COUNCIL 6-MONTH PERFORMANCE REPORT - APRIL TO SEPTEMBER 2019

The Committee gave consideration to a report presenting the Council's 6-month Performance Report and Scorecard for April to September 2019.

Decision:

The Audit and Scrutiny Committee:

1. agreed to note the Council Report and Scorecard as presented for the purposes of scrutinising the Council's performance;
2. agreed to note the recent developments of the PIF and planned activity for 2019/20; and

3. congratulated the staff involved in adapting the reporting template to suit the needs of the Committee.

(Ref: Report by Chief Executive, dated 24 January 2020, submitted.)

12. CORPORATE COMPLAINTS - ANNUAL REPORT 2018-19

The Committee gave consideration to a report providing information on how the Council has dealt with complaints during the period between 1 April 2018 and 31 March 2019 and performed against the statutory indicators which have been agreed between the Scottish Public Services Ombudsman (SPSO) and the Local Authorities Complaint Handlers Network.

Decision:

The Audit and Scrutiny Committee agreed to note the contents of the report.

(Ref: Report by Executive Director with responsibility for Legal and Regulatory Support, dated 24 January 2020, submitted.)

13. DRAFT AUDIT AND SCRUTINY COMMITTEE WORKPLAN

In order to facilitate future planning of reports to the Audit and Scrutiny Committee, Members considered the outline Audit and Scrutiny workplan.

Decision:

The Audit and Scrutiny Committee:

1. agreed to note the outline workplan; and
2. requested that the Chief Internal Auditor carry out some initial scoping for a possible scrutiny topic relating to Rothesay Pavilion and provide a report to the next meeting.

(Ref: Audit and Scrutiny Committee Workplan, dated 24 January 2020, submitted.)