

MINUTE

A & B

Audit and Scrutiny Committee
Council Chamber, Town Hall, Lerwick
Monday 17 January 2011 at 10.00 a.m.

Present:

F Grains	L Baisley
A Doull	R Henderson
C Miller	G Robinson
J Wills	

Apologies:

A Duncan

In attendance (Officers):

A Buchan, Chief Executive
G Greenhill, Executive Director Infrastructure Services
M Craigie, Head of Transport
G Johnston, Head of Finance
I Halcrow, Head of Roads
R Sinclair, Head of Capital Programming
J Smith, Head of Organisational Development
C McIntyre, Service Manager – Internal Audit
J MacLeod, Project Manager – Audit and Scrutiny Support
S Thompson, Project Manager Executive Support
S Pearson, Service Manager – Safety and Risk
J Taylor, Emergency Planning and Resilience Manager
Ingrid Gall, Emergency Planning and Resilience Officer

Also:

C Hislop, Audit Scotland

Chairperson

Mrs F Grains, Chairperson of the Committee, presided.

Declarations of Interest

None.

Min. Ref.	Subject	Action / Info
01/11	<p><u>Minute</u></p> <p>The minute of meeting held on 15 November 2010 was confirmed, on the motion of Mrs F Grains.</p> <p><u>Min Ref. 51/10 – Single Outcome Agreement – 2009/10 Outturn Report</u></p> <p>Mrs L Baisley referred to the second last paragraph, and clarified that she was referring to the home energy monitoring and advice service being provided by the Government-funded Energy Saving Trust, and in particular the local household surveys being conducted as part of the Area Based Home Insulation Scheme.</p>	

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	<p><u>Min. Ref. 49/10 - Matters Arising</u> Dr J Wills referred to page 2, and said that he had not yet received a definitive answer regarding this matter, and that the should be considered by Internal Audit. The Chief Executive advised that he would not discuss in public any matters relating to officers, and that the matter in relation to Members had been referred to the Standards Commission.</p> <p><u>50/10 – Report to Members and Controller of Audit by the Auditor</u> Mr G Robinson expressed concern at the recommendation relating to the agreement with the former Chief Executive being rejected by the Council on 8 December. He went on to explain his further concerns in relation to the conduct of the Audit and Scrutiny Committee and the Chairperson, and his concern that those matters relating to the agreement with the former Chief Executive were not being fully addressed by the Council. Dr Wills agreed that the matter should be reported to the Council in order for Members to be told of the full cost and details of the agreement.</p> <p>After some discussion, Mrs Grains advised that the matter had been decided by the Council, and ruled that the Committee proceed to next business.</p>	
02/11	<p><u>Matters Arising</u> The Committee considered a report by the Project Manager – Audit and Scrutiny Committee Support (Appendix 1), which provided Members with an update on outstanding items from previous meetings, and overdue “Work Programme” items.</p> <p>With regard to statutory performance indicators for the Roads Service, raised under minute reference 43/10, the Head of Roads said that reference had been made at that meeting that the statistics may not actually reflect the local circumstances. He advised that all roads in Scotland were surveyed by a standard vehicle, and in that respect the figures were representative and gave an accurate report of the roads conditions in Shetland. Dr Wills said he was grateful for that re-assurance.</p> <p>Regarding the use of Scotland Excel, the Head of Capital Programming advised that an exercise was currently in hand to ascertain the extent of savings made, but the Council continued to hold membership. He added that one particular contract had saved the Council over £30k, which covered the annual membership fee of Scotland Excel, and so savings were being generated. He confirmed that more detailed figures on the savings made would be presented to Members as soon as possible.</p>	

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	The Committee noted the report.	
03/11	<p><u>Business Continuity Management</u></p> <p>The Committee considered a report by the Emergency Planning & Resilience Officer (Appendix 2) which provided Members with an update on progress with Business Continuity Management [BCM] across the Council.</p> <p>The Emergency Planning & Resilience Officer summarise the terms of the report, after which he confirmed that the total cost of the contract for the BCM project was £42k. In response to further questions, he went on to confirm that 3 BCM plans were outstanding, and whilst these were not pertaining to front line public services but 'back office' functions, copies would be pursued in order to ensure a full complement of Plans were held. He added that individual Plans would address areas where work could be done from home, and that the project included promotion of business continuity to local businesses and the voluntary sector which was being done.</p> <p>The Committee noted the terms of the report.</p>	
04/11	<p><u>Transport Audit Follow Up – Progress Report</u></p> <p>The Committee considered a report by the Head of Transport (Appendix 3) which provided an up dated on progress against the audit issues in the Transport Service Audit Action Plan.</p> <p>The Head of Transport advised that many of the difficulties experienced were not due to any disregard for processes, but were as a direct result of lack of staff which meant that more focus was put on service delivery. He added that a number of learning points had arisen from this audit, and were likely to arise in other service areas if staffing numbers were to decline, but staffing vacancies in the Transport section had now been filled.</p> <p>The Committee was reassured that progress had been made, and noted the report.</p>	
05/11	<p><u>Update on Council House Damage & Strategic Risk Sharing Partnership</u></p> <p>The Committee considered a report by the Service Manager – Safety and Risk (Appendix 4) which provided further information in relation to matters concerning Council house damage and the Strategic Risk Sharing Partnership.</p> <p>The Service Manager summarised the terms of the report, and confirmed that there was no record of any spot checks having been carried out. However, she said this was largely due to the fact that Council houses were often accessed by Council officers for a number of other reasons, such as building</p>	

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	<p>services to undertake routine maintenance or repairs, and that was normally the time when any damage would be noticed, reported and the appropriate action taken.</p> <p>The Committee noted the report.</p>	
06/11	<p><u>Improvement Plan – Progress Report</u></p> <p>The Committee considered a report by the Chief Executive (Appendix 5) which provided an update on progress made on achieving the outcomes in the Council's Improvement Plan.</p> <p>Members considered the terms of the report, and made comment, summarised as follows:</p> <ul style="list-style-type: none"> ▪ Lead Officer name to be included with post title ▪ LV02 - Informal seminar to be held before Special SIC, in relation to proposals for political governance arrangements; Members to be presented with a number of options for debate, rather than a single recommendation ▪ LV10/11/12 – details of membership of Working Groups would be useful, although information intended for inclusion on intranet site which is being developed ▪ LV13 – senior management structure will be reviewed as soon as possible ▪ FM3 – outcome of meeting with QC will be advised to Members, and the SCT, as soon as possible thereafter <p>The Committee noted the report.</p>	
07/11	<p><u>Items for Future Discussion</u></p> <ol style="list-style-type: none"> 1. Items included with Matters Arising report. 2. Members' conflicts of interests – advice and procedures. 3. Public communications. 	

The meeting concluded at 10.40 a.m.

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F B Grains
Chairperson