

# MINUTES

# A & B

## **Audit Committee**

**Auditorium, Shetland Museum and Archives, Hay's Dock, Lerwick  
Wednesday 8 March 2017 at 10am**

### **Present:**

A Duncan	M Burgess
S Coutts	B Fox
A Manson	T Smith
M Stout	A Westlake
V Wishart	

### **Apologies:**

None

### **In attendance (Officers):**

J Belford, Executive Manager – Finance  
C McIntyre, Executive Manager – Audit, Risk and Improvement  
C Symons, Executive Manager – Estate Operations  
P Sutherland, Solicitor  
L Adamson, Committee Officer

### **Also in Attendance (Via Video Conference)**

K Watt, Manager, Deloitte LLP

Chairperson

Mr Duncan, Chair of the Committee, presided.

## **Circular**

The circular calling the meeting was held as read.

### **Declarations of Interest**

None

### **Minutes**

The Committee confirmed the minutes of the meeting held on 9 February 2017 on the motion of Ms Manson, seconded by Mr Stout.

02/17

### **Audit Scotland and Other External Audit Reports**

The Committee considered a report by the Executive Manager – Audit, Risk and Improvement (IA-05-17-F), which provided an opportunity to consider and monitor progress on any recommended actions resulting from Audit Scotland and External Audit body reports which have been or will be presented to the appropriate Committees.

The Executive Manager – Audit, Risk and Improvement introduced the report. In referring to the Appendix, he advised on the revised format similar to the

Performance Framework reporting. In terms of the reports that were to be presented to the Integration Joint Board (IJB), he advised that these will now be rerouted to the Clinical Care and Professional Governance Committee (CCPGC), with appropriate reporting to the IJB.

During the discussion, concern was expressed in terms of the delayed reporting on 5 reports initially to the IJB, where it was noted that reporting on two of the reports were 9 months overdue. It was reported however that the Lead Officer for these reports had given commitment to Members of the Audit Committee to report to the next IJB Audit Committee, but that a decision had subsequently been taken for reporting to the next CCPGC.

In response to comments, the Executive Manager – Audit, Risk and Improvement advised on the requirement for regular reporting on this item to ensure the Committee are aware of overdue reporting, and to receive assurance in terms of a reporting date.

During debate, comment was made on the delayed reporting on Report “EA114 - Audit Scotland – How Councils work – Roles and working relationships in councils”, where in response to a suggestion, it was agreed that the report should form part of the induction for the new Council.

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**Decision:**

The Committee considered the progress statements provided by Lead Officers in Appendix 1 to the report, and made relevant comments on planned actions.

03/17

**Use of Council Vehicles Policy – Update**

The Committee considered a report by the Executive Manager – Estate Operations (EO-02-17-F) which set out the actions taken to ensure the Use of Council Vehicles Policy is being implemented and the issues previously discussed by Audit Committee have been addressed.

The Executive Manager – Estate Operations summarised the main terms of the report.

During the discussion, Members advised that they welcomed this comprehensive report.

In response to a question, the Executive Manager – Estate Operations informed that the vehicle tracking system has been fitted in all but 3 Council vehicles. In terms of lone working by social care workers, the Executive Manager – Estate Operations confirmed that the tracking system was due to be fitted in a Council worker’s own private vehicle this week.

During the discussion, reference was made to the Risk Management Section of the report, where it advised that the telematics system will provide drivers with regular reports on driving habits and will also provide advice on how to improve their driving. In that regard, it was questioned whether consideration had been given to reward drivers who receive positive reports. The Executive Manager – Estate Operations advised from discussions, that the workforce are generally in favour of a driver league table, however the uncertainty at this time would be in terms of the

actual reward to drivers. He added however that a reward scheme for drivers would be pursued going forward.

In response to questions, the Executive Manager – Estate Operations advised on the driver verification checks undertaken on an annual basis and on the legal requirements for HGV drivers to undertake training. He also reported on the ongoing project to review Social Care workers and other users of their own vehicles, in terms of weekly mileage travelled, where over a certain number of miles it would be beneficial to the Council to provide the employee with a vehicle.

In response to questions, the Executive Manager – Estate Operations advised that while electric vehicles form part of the fleet, there is a drive to push for grant assistance for more hybrid vehicles. The Executive Manager – Estate Operations advised on the proposed net savings to the Council of £21k per year in terms of fuel and maintenance costs, from the introduction of vehicle telematics. In terms of the 788 people currently insured to drive Council vehicles, the Executive Manager – Estate Operations explained that the high numbers could relate to instances where for example, in a care home setting, the vast majority of staff are insured to drive one vehicle. He confirmed the approach taken to ensure all drivers of Council vehicles are insured in terms of protecting the Council, and advised that the presence of telematics in Council vehicle will generate savings in terms of the insurance premium.

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**Decision:**

The Committee noted the progress made on the actions to implement and monitor the Use of Council Vehicles Policy.

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With this being the last Audit Committee before the new Council, the Chair thanked Members for their support and participation on the Committee during the past 5 years. He also thanked officers for their contribution to the work of the Committee.

The meeting concluded at 10.35am.

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Chair