

## ANGUS COUNCIL

MINUTE of MEETING of the **SCRUTINY AND AUDIT COMMITTEE** held in the Town and County Hall, Forfar, on Tuesday 22 April 2014 at 2.00pm.

**Present:** Councillors BOB SPINK, BRIAN BOYD, BILL BOWLES, LYNNE DEVINE, BILL DUFF, CRAIG FOTHERINGHAM, JEANETTE GAUL, JIM HOUSTON, ROB MURRAY, BOB MYLES, RONNIE PROCTOR MBE and MARK SALMOND

Councillor SPINK, Convener, in the Chair.

### 1. APOLOGIES/SUBSTITUTES

An apology for absence was intimated on behalf of Councillor David Fairweather.

### 2. DECLARATIONS OF INTEREST

The Committee agreed to note that no declarations of interest were made.

### 3. MINUTE OF PREVIOUS MEETING

The [minute of meeting of this Committee of 11 March 2014](#) was approved as a correct record and signed by the Convener.

### 4. EXTERNAL AUDIT ANNUAL AUDIT PLAN

With reference to Article 8 of the [minute of meeting of this Committee of 4 April 2013](#), there was submitted [Report No 186/14](#) by the Head of Corporate Improvement and Finance, presenting a copy of the External Auditors Annual Audit Plan for Angus Council 2013-14.

The Report summarised the key challenges and risks facing Angus Council and set out the audit work that was proposed to be undertaken in 2013-14.

Stephen Boyle, Assistant Director, Audit Scotland, highlighted various aspects of the Report.

Having heard Councillor Murray's concerns in relation to the non alignment of dates between the External and Internal Audit annual periods and from Anne MacDonald, Senior Audit Manager, Audit Scotland, the Committee agreed to note the contents of the Report.

### 5. SICKNESS ABSENCE OCTOBER – DECEMBER 2013

With reference to Article 5 of the [minute of meeting of this Committee of 28 January 2014](#), there was submitted [Report No 187/14](#) by the Service Manager – Human Resources, advising on the level of sickness absence within the Council for the period 1 October to 31 December 2013.

Having heard from the Service Manager – Human Resources and also a number of members, the Committee agreed to note the terms of the Report.

### 6. INTERNAL AUDIT ACTIVITY UPDATE

With reference to Article 7 of the minute of meeting of this Committee of 11 March 2014, there was submitted [Report No 188/14](#) by the Service Manager – Governance, providing the Audit Manager's update on the main findings of the Internal Audit Reports issued since the date of the last meeting.

Three Internal Audit Reports had been issued since the last Committee, these being:-

- High Value Placements
- Welfare Reform
- Landfill Tax

The Report also provided an update on internal audit provision in relation to Health and Social Care Integration.

The Committee agreed to note the update on progress with the 2013-14 Internal Audit Plan.

## **7. ANNUAL INTERNAL AUDIT PLAN 2014-15**

With reference to Article 6 of the minute of meeting of this Committee of 4 April 2013, there was submitted [Report No 189/14](#) by the Service Manager – Governance, appending a copy of the Audit Manager's Annual Internal Audit Plan for 2014-15.

The Report indicated that in terms of the new Public Sector Internal Audit Standards (PSIAS), the Audit Manager was required to set a risk based audit plan sufficient to provide the required assurances to members and officers in relation to corporate governance risk management and internal controls. Attached as Appendix 1 to the Report were the outcomes of the annual planning exercise and the Audit Manager's proposed Annual Internal Audit Plan for 2014-15.

The Committee agreed:-

- (i) to note that a risk based approach methodology had been utilised to develop the proposed Internal Audit Plan for 2014-15; and
- (ii) to approve the proposed 2014-15 Internal Audit Plan.

## **8. ACCOUNTS COMMISSION REPORTS**

There was submitted [Report No 190/14](#) by the Head of Corporate Improvement and Finance presenting for the Committee's interest and review, two recently published reports by the Accounts Commission which were relevant to the business of the Council and the role of this Committee.

The Report indicated that the terms of reference of this Committee involved consideration of relevant reports published by the Accounts Commission for Scotland. Appended to the Report were copies of Options Appraisal: Are You Getting It Right? and An Overview of Local Government in Scotland 2014.

The Committee agreed to note the contents of the Report.

## **9. SCRUTINY REVIEWS**

The Service Manager – Governance advised members that both scrutiny panels had drafted reports and that these would be considered by the Executive Management Team shortly and subsequently considered by this Committee on 24 June 2014. The reports would thereafter also be considered by the Communities Committee and Angus Council.

She indicated that all members would be invited to a workshop event on 8 May 2014 to canvas areas of review for the next year and proposed that a review timetable would be submitted to the next meeting of this Committee.

Following a question from the Convener, the Service Manager – Governance advised that the Scrutiny Review Handbook would be reviewed following the completion of the two current scrutiny reviews.