

## Governance, Risk and Best Value Committee

10.00 am, Thursday, 19 December 2013

### Present

Councillors Balfour (Convener), Blacklock, Child, Gardner, Howat, Keil, Lunn, Main, Munro, Orr, Shields, and Tymkewycz.

### 1. Minute

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#### Decision

- 1) To approve the minute of the Governance, Risk and Best Value Committee of 14 November 2013 as a correct record.
- 2) To ask the Director of Corporate Governance to attend the next meeting to provide further information on the property conservation press release.

### 2. Outstanding Actions – December 2013

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Details were provided of the outstanding actions arising from decisions taken by the Committee.

#### Decision

- 1) To note the outstanding actions and that comments had been added to actions 1 and 18.
- 2) To agree to close actions 3, 9, 12, 15, 17 and 19.
- 3) To note that in respect of action 12 further training for elected members would be arranged in early 2014.
- 4) To request further detail on the financial figures for the Summer School maintenance 2012/13 programme.

(Reference – Outstanding Actions December 2013, submitted.)

### 3. Governance, Risk and Best Value Work Programme December 2013

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Approval was sought for the Governance, Risk and Best Value Work Programme for December 2013.

#### Decision

To agree the Work Programme for December 2013.

(Reference – Work Programme December 2013, submitted.)

#### **4. Audit Scotland – Annual Report on the 2012/13 Audit**

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The principal findings of the Council's 2012/13 external audit were summarised. The audit focused on the review of the financial statements, but also considered the wider financial position, governance structures, use of resources and arrangements for securing best value.

Representatives from Audit Scotland were present for this item.

##### **Decision**

To note the contents of the report and action plan and that periodic progress updates would be submitted to future meetings of the Governance, Risk and Best Value Committee.

(Reference – report by the Director of Corporate Governance, submitted.)

#### **5. Internal Audit 2013/14 – Overview of Internal Audit Follow-Up Arrangements and Status Report as at 30 November 2013**

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A report providing an overview of new internal audit follow-up arrangements was considered. The revised procedures had been designed to ensure internal audit recommendations were actioned, and that effective monitoring of the implementation of action took place. Information was also given on the status of follow-up actions as at 30 November 2013.

##### **Decision**

To note the status of the follow-up actions.

(Reference – report by the Director of Corporate Governance, submitted.)

#### **6. Corporate Governance: High Performing Workforce – Induction and Training**

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An overview of progress and implementation to date of improvements to the induction and training processes, undertaken as part of the High Performance Workforce objective within the refreshed Corporate Governance directorate plan was provided.

##### **Decision**

- 1) To note the progress and implementation to date.
- 2) To request that a follow-up report by the Chief Internal Auditor be submitted to the Committee in June 2014.

(Reference – report by the Director of Corporate Governance, submitted.)

#### **7. Treasury Management Mid-Term Report 2013/14**

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Details were provided of the Treasury Management activity carried out in the first half of 2013/14, including investment strategy, Cash Fund performance and debt management

information. The Council had referred the report to the Governance, Risk and Best Value Committee for scrutiny.

### **Decision**

- 1) To note the Treasury Management activity undertaken in the first half of 2013/14.
- 2) To ask that the Head of Finance circulate details of loan charge costs incurred by the Council to members of the Governance, Risk and Best Value committee.

(References – Act of Council No 11 of 12 December 2013; report by the Head of Legal, Risk and Compliance, submitted.)

## **8. Resolution to Consider in Private**

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### **Decision**

The Committee, under Section 50(A)(4) of the Local Government (Scotland) Act 1973, excluded the public from the meeting for the following item of business on the grounds that it involved the disclosure of exempt information as defined in Paragraph 6 of Schedule 7(A) of the Act.

## **9. Internal Audit Quarterly Activity Report – to 30 November 2013**

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Details were provided of the progress against the 2013/14 internal audit plan and the high or critical risk findings were summarised.

### **Decision**

- 1) To note the progress of Internal Audit in respect of the 2013/14 internal audit plan and to note the areas of higher priority findings.
- 2) To request that the Director of Services for Communities reports to the appropriate committee as detailed in the confidential schedule, signed by the Convener, with reference to this minute.
- 3) To request that the Director of Services for Communities reports to the Corporate Policy and Strategy Committee in February 2014 outlining the Council's position regarding contractors on a procurement framework:-
  - i) whose standard of work fell below that stipulated by the framework;
  - ii) who, having carried out substandard works, sought further work for the Council.

(Reference – report by the Chief Internal Auditor, submitted.)