

**MINUTES of MEETING of AUDIT AND SCRUTINY COMMITTEE held BY MICROSOFT TEAMS
on TUESDAY, 19 DECEMBER 2023**

Present:

Martin Caldwell (Chair)

Councillor Daniel Hampsey

Councillor Graham Hardie

Councillor Reeni Kennedy-Boyle

Councillor Jim Lynch

Councillor Dougie McFadzean

Councillor Andrew Vennard

Attending:

Jane Fowler, Head of Customer Support Services

Jim Smith, Head of Roads and Infrastructure Services

Paul MacAskill, Chief Internal Auditor

Shona Barton, Governance Manager

Mhairi Weldon, Senior Audit Assistant

Cameron Waddell, Partner, Mazars LLP

Gregory Odour, Audit Manager, Mazars LLP

1. APOLOGIES

The Chair welcomed everyone to the meeting.

There were no apologies for absence intimated.

2. DECLARATIONS OF INTEREST

There were no declarations of interest intimated.

3. MINUTE OF PREVIOUS MEETING OF THE AUDIT AND SCRUTINY COMMITTEE HELD ON 14 SEPTEMBER 2023

The Minute of the previous meeting of the Audit and Scrutiny Committee, held on 14 September 2023 was approved as a correct record.

4. INTERNAL AUDIT AND COUNTER FRAUD SUMMARY OF ACTIVITIES

The Committee gave consideration to a report providing a summary of Internal Audit activity and progress during quarter three of 2023/24 against the following areas:

Audits Completed

- Fleet Hire of Vehicles
- Compliance Review Period Products
- Planning
- Pupil Registration
- Oban Airport
- Risk Management

Audits in Planning/in Progress

- Piers and Harbours
- Learning and Disability Care Packages
- Scottish Social Services Council (SSSC) Registration
- Pupil and Public Transport
- Freedom of Information Requests

The Committee gave consideration to a paper which provided an update on the progress undertaken as part of the Performance Excellence Project. The report highlighted the works completed to date and set out the planned activities in phase two of the project.

Decision

The Audit and Scrutiny Committee noted the progress of the Performance Excellence Project to date and the activities in progress for phase two of the project.

(Reference: Report by Executive Director with responsibility for Customer Support Services, dated 28 November 2023, submitted)

10. COUNCIL ANNUAL REPORT 2022/23

Consideration was given to a report which presented the Council Annual Report (CAR) 2022/23.

Having noted the volume of work involved by a number of teams across the Council, the Chair took the opportunity to congratulate Customer Support Services in collating the information into a high quality document.

Decision

The Audit and Scrutiny Committee noted the content of the Council Annual Report (CAR) 2022/23 and the wide-ranging examples of exceptional service delivery prior to publishing on the website and presentation to the next full Council meeting on 22 February 2024.

(Reference: Report by Chief Executive, dated 1 November 2023, submitted)

11. WASTE MANAGEMENT

Having noted that, as a result of a mismatch between the level of risk identified and the assurance previously provided to Committee due to the Council being in the process of implementing a new waste strategy and the uncertainty being created by the Scottish

consideration was given to a report which provided an update on the current position in relation to the implementation of the waste strategy and advised of a detailed report which was presented to the Environment, Development and Infrastructure Committee at their meeting on 30 November 2023.

Decision

The Audit and Scrutiny Committee considered and noted the content of the report.

(Reference: Report by Executive Director with responsibility for Roads and Infrastructure Services, dated November 2023, submitted)

12. WORKPLAN

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

