

**APPENDIX III to the minute of meeting
of the Strategic Policy Committee of
21 June 2012 (Article 6(d) refers)**

MINUTE of MEETING of the **SCRUTINY AND AUDIT SUB-COMMITTEE** of the **STRATEGIC POLICY COMMITTEE** held Training Rooms A and B, Angus House, Forfar on Tuesday 3 April 2012 at 2.00 pm.

Present: Councillors BOB SPINK, JOHN WHYTE, IAIN GAUL, ALEX KING, BOB MYLES AND PAUL VALENTINE.

Councillor SPINK, Convener, in the Chair.

1. APOLOGIES/SUBSTITUTES

Apologies for absence were intimated on behalf of Councillors Ian Mackintosh, Helen Oswald and Mark Salmond, with Councillor Paul Valentine substituting for Councillor Oswald.

2. DECLARATIONS OF INTEREST

There were no declarations of interest made.

3. MINUTE OF PREVIOUS MEETING

The [minute of meeting of this Sub-Committee of 14 February 2012](#) was submitted and approved as a correct record.

4. UK PUBLIC SECTOR INTERNAL AUDIT STANDARDS ADVISORY BOARD

Members were advised that the Council's Chief Internal Auditor had been appointed to serve as a practitioner member of the new UK Public Sector Internal Audit Standards Advisory Board (IASAB).

The Sub-Committee noted and congratulated the Chief Internal Auditor on her appointment.

5. HMIE INSPECTION OF LIFF PRIMARY SCHOOL

There were submitted:-

- (i) Summary profile of Liff Primary School;
- (ii) HMIE Report highlighting the key strengths of the school as being:-
 - the quality of children's experiences in the nursery class;
 - very well-behaved children who show respect for adults and each other and were very keen to learn;
 - the positive impact of classroom teachers and support staff to improving learning and the curriculum;
 - the positive impact on children's learning of home-school partnerships and reading circles.

The Report highlighted areas where the staff and Education Authority might to continue to improve the school and nursery these being:-

- The Headteacher's leadership needs to be improved, including by improving the quality of professional teamwork focused on children's learning and achievement;
- The school needs to develop a systematic and effective approach to self-evaluation and quality improvement that involves, and has the support of, all staff; and

- (iii) Action Plan dated March 2012 which detailed the key actions arising from the inspection, the staff responsible, timescales and success criteria.

Having heard from the Director of Education, the Sub-Committee agreed to note the Report and Action Plan.

6. UPDATE ON CREDITORS' PAYMENT PERFORMANCE TO DECEMBER 2011

With reference to Article 6 of the minute of meeting of this Sub-Committee of 8 November 2012, there was submitted and noted paper from the Head of Finance updating members on the Council's performance on paying its creditors within a 30 day period.

7. CORPORATE IMPROVEMENT PLAN

With reference to Article 5 of the minute of meeting of the Strategic Policy Committee of 13 March 2012, there was submitted [Report No 210/12](#) by the Chief Executive, detailing the Corporate Improvement Plan for 2012/2013.

The Report indicated that the Corporate Improvement Plan supported the Council's Corporate Plan and incorporated:-

- Actions planned for the year designed to improve the Council's corporate business management arrangements;
- Corporate efficiency reviews being undertaken during the year;
- Key corporate performance indicators and targets for the year;
- Customer consultation exercises planned at a corporate level for the year;
- Corporate service standards and a corporate performance reporting calendar; and
- The Corporate Risk Register and key workforce planning information.

Review and monitoring of progress against the Corporate Improvement Plan was undertaken at an officer level by the Performance Review Group and at an elected member level by the Scrutiny and Audit Sub-Committee prior to submission to the Strategic Policy Committee.

The Sub-Committee, for its interest, agreed to note the contents of the Corporate Improvement Plan 2012/2013, as appended to the Report.

8. QUARTERLY STAFFING REVIEW

With reference to Article 13 of the minute of meeting of this Sub-Committee of 10 January 2012, there was submitted and noted [Report No 226/12](#) by the Chief Executive providing an overview of the Council's staffing levels and vacancy management during the period 1 October to 31 December 2011.

9. ANNUAL AUDIT PLAN 2012/2013

With reference to Article 7 of the minute of meeting of this Sub-Committee of 5 April 2011, there was submitted [Report No 227/12](#) by the Head of Finance appending a copy of the Chief Internal Auditor's Annual Audit Plan for 2012/2013 for ratification.

The Report indicated that, in terms of the CIPFA Code of Practice for Internal Audit in Local Authorities, the Chief Internal Auditor was required to set a risk-based Audit Plan sufficient to provide the required assurances to members and officers in relation to corporate governance and internal controls. Attached as Appendix 1 to the Report were the outcomes of the annual planning exercise and the Chief Internal Auditors proposed Annual Audit Plan for 2012/2013.

The Sub-Committee agreed:-

- (i) to note that a risk-based approach methodology had been used to develop the proposed Internal Audit Plan for 2012/2013; and
- (ii) to ratify the 2012/2013 proposed Internal Audit Plan.

10. INTERNAL AUDIT ACTIVITY UPDATE

With reference to Article 4 of the minute of meeting of this Sub-Committee of 14 February 2012, there was submitted [Report No 228/12](#) by the Head of Finance providing the Chief Internal Auditor's update on progress in relation to the 2011/2012 Internal Audit Plan and on the main findings of internal audit reports issued since the date of the last meeting.

The Sub-Committee agreed:-

- (i) to note the progress in relation to the Internal Audit Plan for 2011/2012;
- (ii) to note the summaries of the audit reports and follow-ups; and
- (iii) to note that the Chief Internal Auditor would bring back to future sub-committees, update reports in relation to follow-up audits, including any outstanding actions.

11. EXTERNAL AUDIT REPORTS

With reference to Article 6 of the minute of meeting of this Sub-Committee of 14 February 2012, there was submitted [Report No 229/12](#) by the Head of Finance, appending a copy of the External Auditor's Report on Angus Council's Annual Audit Plan 2011/2012.

The Report summarised the planned audit activity of the Internal Auditor based on the analysis of the risks facing Angus Council and the planned work in 2011/2012.

The Sub-Committee agreed to note the contents of the Report.

12. VALEDICTORY

As this was the last meeting of the Sub-Committee to be held prior to the Local Government Elections in May 2012, the Convener expressed sincere thanks and appreciation to all members and staff for their support and dedication during his term of office.