

PERFORMANCE AND AUDIT COMMITTEE MEETING

HELD IN THE SEStran OFFICES, MCDONALD ROAD, EDINBURGH

ON FRIDAY, 30TH NOVEMBER, 2007

10.00 a.m. - 10.45 a.m.

PRESENT:

<u>Name</u>	<u>Organisational Title</u>
Charlie Anderson	Non Councillor Member
Councillor Eddie Carrick	Clackmannanshire Council
Councillor Wilma Chalmers	Midlothian Council
Councillor Louise Lang	City of Edinburgh Council
Councillor Craig Martin	Falkirk Council
Sandy Scotland	Non Councillor Member

IN ATTENDANCE:

<u>Name</u>	<u>Organisational Title</u>
Alex Macaulay	SEStran Partnership Director
Andrew Ferguson	Fife Council (Secretary & Legal Adviser)
Elizabeth Cowan	Fife Council (Administrator)

APOLOGIES FOR ABSENCE:

<u>Name</u>	<u>Organisational Title</u>
Councillor Greg McCarra	West Lothian Council
Councillor Neil Calvert	Scottish Borders Council
Councillor Ian Chisholm	Fife Council
Councillor Paul McLennan	East Lothian Council
Councillor Connor Snowden	City of Edinburgh Council

APPOINTMENT OF CHAIR

In the absence of Councillor Greg McCarra Sandy Scotland chaired the meeting.

A1. MINUTE

The Committee considered the Minute of Meeting of the Performance and Audit Committee of 22nd October 2007.

Decision

The Committee approved the Minute.

A2. MATTERS ARISING

There were no matters arising.

A3. ANTI-FRAUD AND CORRUPTION POLICY AND PUBLIC INTEREST DISCLOSURE

The Committee considered a report dated 12th November, 2007 by the Partnership Director advising that, following the auditing of accounts for 2006/07, the Independent External Auditor had noted a key risk area as the absence of an Anti-Fraud and Corruption Policy for SEStran. As a result, an Anti-Fraud and Corruption Policy Statement, a Fraud Response Plan and a Public Interest Disclosure Statement of Policy had been prepared and were presented for approval. A number of points were made by members in regard to the documents and the Partnership Director agreed to amend the documents accordingly, prior to submission to the Partnership Board for final approval. He advised that, following approval, all staff would be advised to retain the document with their staff handbook and they would also be available on the SEStran website. Andrew Ferguson advised that training sessions could be organised for staff on these issues if necessary.

Decision

The Committee approved the Anti-Fraud and Corruption and Public Interest Disclosure Documents subject to the amendments as discussed and agreed that these be submitted to the Partnership Board for final approval.

Partnership Director

A4. SEStran BOARD TRAINING

The Committee considered a report dated 12th November, 2007 by the Partnership Director in respect of proposals for training for SEStran Board members to take place on 11th January, 2008. The report outlined briefly the training sessions which were

proposed and enclosed a timetable for the event.

Decision

The Committee:-

- (1) approved the report and noted the training which would take place on 11th January, 2008; and
- (2) noted that the Bus Liaison Group meeting scheduled for that date would be rearranged and that consideration would be given to the possibility of using video conferencing.

Councillor Craig Martin joined the meeting at this stage.

A5. CALENDAR OF 2008 MEETING DATES

The Committee considered the calendar of meeting dates proposed for 2008 and noted that meetings of Performance and Audit Committee were scheduled for Friday mornings.

Decision

The Committee noted the calendar of 2008 meeting dates which would be submitted to the Partnership Board for approval.

Partnership Director

A6. ANY OTHER COMPETENT BUSINESS

No items were raised.

A7. DATE OF NEXT MEETING

It was noted that the next meeting of the Committee would take place on Friday 1st February, 2008 at 10.00 a.m. in the SEStran Offices, Edinburgh.