



Minutes

Meeting: Audit Committee

Date: 19 August 2016

Time: 10.30 am

Venue: Room 0.24, Compass House, Dundee

Present: Mike Cairns, Convener
 Ian Doig
 Christine Dunlop
 Cecil Meiklejohn
 Linda Pollock
 Paul Edie, Chair
 Anne Haddow
 Jim McGoldrick

In Attendance: Karen Reid, Chief Executive (CE)
 Gordon Weir, Executive Director of Corporate and Customer Services (EDCCS)
 Kenny Dick, Head of Finance and Corporate Governance (HF CG)
 Fiona Angus, Committee Support Officer

Apologies: None

Item	Action
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1.0 WELCOME

The Convener welcomed everyone to the meeting, which on this occasion had included an invitation to all Board members. He explained that this was an early, informal discussion on the draft annual report and accounts and no decision-making would be required at this stage. It was noted that the auditors had not been required to attend.

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2.0 APOLOGIES FOR ABSENCE

There were no apologies for absence.

3.0 DECLARATIONS OF INTEREST

There were no declarations of interest.

4.0 DRAFT ANNUAL REPORT AND ACCOUNTS

Members considered the draft annual report and accounts and noted that feedback and recommendations had been received from several Board members in advance of the meeting. The Chief Executive confirmed that these would be incorporated into the next stage of drafting. She also explained that the report would be thoroughly checked for language, terminology, acronyms, spelling and grammar.

**CE/
EDCCS/
HFCG**

The following drafting points were agreed.

FOREWORD

Remove “Councillor” designation at the Chair’s name.

Ensure terminology is corrected to read “people who use services” – remove reference to “users”.

Where there is reference to working with partners, specify the types of partnerships, for example NHS, social service, local authority.

ANNUAL REPORT

Section 1.1 Chief Executive’s Statement

- Page 9 – 3rd last paragraph to include a link (if in public domain) to the Serious Incidents Review.

Section 1.2 Statement of Purpose and activities of the organisation

- Page 10 – Add in reference to Six Strategic Objectives

Section 1.3 Key issues and risks affecting the organisation

- Page 13 – 1st paragraph - Change wording at end of last sentence to “The Board maintains a risk register and also has an annual strategic review of risk”.

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- Last sentence (ie 3rd paragraph) to be revised to read: “In addition, the consideration of risk is a standing item at meetings of the Audit Committee and the Board.”
- Agreed to expand the first paragraph, by including examples of the key risks (immediately after the sentence containing the weblink to the register).

Section 1.5 Performance Summary

Chief Executive to reflect on the recommendation to add further narrative under this section to outline the outcomes as a result of the achievements under each of the objectives.

Section 2.2 Detailed analysis of development and performance

- Page 20 – First sentence under the heading “Improvement Focus” to read, “We have a statutory role in supporting improvement”.
- Page 23 – add specific reference to Healthcare Improvement Scotland under the heading “Working in partnership”. Also include Mental Welfare Commission.
- Page 24 – Include reference to work during the year in developing revised National Care Standards. Promote the information available on website for people who use services and carers for sign-posting good practice.

ACCOUNTABILITY REPORT

- Page 41 – check the information on Cecil Meiklejohn’s attendance at Resource Committee
- Page 44 – Under the heading “Information security”, make it clearer that ICT staff have been trained in data protection. This section also to highlight the contingency work carried out.

REMUNERATION & STAFF REPORT

Section 4.1 Remuneration report

- Page 46 – Amend the year of Karen Reid’s appointment (to 2015)
- Page 51 – Consider re-formatting so that the explanatory note on the senior managers’ change of posts in-year is more distinct.

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Section 4.2 Staff Report

- Board member numbers to be checked - and footnote revised if necessary

PARLIAMENTARY ACCOUNTABILITY REPORT

No amendments required.

INDEPENDENT AUDITOR'S REPORT

No amendments required.

ANNUAL ACCOUNTS

No amendments required.

APPENDIX 2

Correction to Michael Cairns' biographical details – remove reference to membership of SSSC.

5.0 DATE OF NEXT MEETING

The date of the next meeting was noted as Friday 16 September 2016 at 10.30 am in Compass House

Signed:

Mike Cairns
Convener of Committee

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