

**THE FIFE COUNCIL - STANDARDS, AUDIT AND RISK COMMITTEE – BLENDED MEETING**

**28 September 2023**

**10.00 am – 12.00 pm**

**PRESENT:** Councillors Dave Dempsey (Convener), Lesley Backhouse, John Beare, Al Clark, Graeme Downie, Sarah Neal, Gordon Pryde and Ross Vettraino (substituting for Ann Verner).

**ATTENDING:** Eileen Rowand, Executive Director Finance and Corporate Services, Elaine Muir, Head of Finance, Pamela Redpath, Service Manager - Audit and Risk Management Services; Anne-Marie Cardle, Service Manager, Human Resources Service; Laura McDonald, Customer Experience Lead Officer and David Thomson, Customer Experience Lead Officer, Information Management and Requests; Helena Couperwhite, Service Manager - Committee Services and Wendy MacGregor, Committee Officer, Legal and Democratic Services.

**ALSO ATTENDING:** Karen Jones, Director of Audit and Assurance, Azets.

**APOLOGIES FOR ABSENCE:** Councillors Tom Adams, Gary Holt and Ann Verner.

**58. DECLARATIONS OF INTEREST**

No declarations of interest were submitted in terms of Standing Order No. 22.

**59. MINUTE**

The committee considered the minute of the meeting of the Standards, Audit and Risk Committee on 17 August 2023.

**Decision**

The committee agreed to approve the minute.

**60. BEST VALUE THEMATIC REVIEW OF LEADERSHIP**

The committee considered a report by the Chief Executive advising that the report on Leadership was the first of the best value thematic reports which would be undertaken each year as part of the annual audit of the Council.

**Decision**

The committee noted the report from the External Auditors, Azets on the effectiveness of leadership arrangements at Fife Council.

**61. INFORMATION REQUESTS ANNUAL REPORT 2022-23**

The committee considered a report by the Head of Customer and Online Services detailing requests for information received in terms of the Freedom of Information (Scotland) Act 2002 (FOISA): the Environmental Information (Scotland) Regulations 2004 (EIR) and the GDPR/Data Protection Act 2018 (DPA).

**Decision**

The committee noted the workload arising from managing information requests and acknowledged the performance detailed in the report.

**62. COMPLAINTS UPDATE**

The committee considered a report by the Executive Director - Communities providing an update on complaints closed between 1 April 2022 and 31 March 2023 (performance and information).

**Decision**

The committee acknowledged the complaints received, noted the complaints responded to in target timescales and the proportionality of Service complaints.

*The committee adjourned at 11.35 am and reconvened at 11.40 am.*

**63. 2023/24 ISSUED AUDIT REPORT SUMMARIES**

The committee considered a report by the Service Manager, Audit and Risk Management Services presenting a summary of findings from the finalised Internal Audit Report. Also highlighted in the report were areas of concern and, if applicable, instances where Services were not taking appropriate action.

**Decision**

The committee noted the contents of the report and summary of findings detailed in Appendix 1 to the report.

**64. INTERNAL AUDIT PLAN PROGRESS REPORT**

The committee considered a report by the Service Manager, Audit and Risk Management Services providing an update on the progress towards delivering the 2021/22, 2022/23 and 2023/24 Internal Audit Plans.

**Decision**

The committee noted:-

- (1) the update on progress towards delivering the 2021/22, 2022/23 and 2023/24 Internal Audit Plans as detailed in Appendix C, B and A to the report respectively; and
- (2) that Appendices B and C had been updated to show the movement in status for each assignment since the last progress report was presented to Committee on 18 May 2023.

**65. FIFE INTEGRATION JOINT BOARD (IJB) 2023/24 ANNUAL INTERNAL AUDIT PLAN**

The committee considered a report by the Service Manager, Audit and Risk Management Services providing the Integration Joint Board (IJB) 2023/24 Annual Internal Audit Plan.

**Decision**

The committee noted the contents of the Fife IJB 2023/24 Annual Internal Audit Plan at Appendix 1.

**66. STANDARDS, AUDIT AND RISK COMMITTEE FORWARD WORK PROGRAMME**

The committee considered a report by the Manager, Committee Services, outlining the workplan for the Standards, Audit and Risk Committee.

**Decision**

The committee noted the contents of the Standards Audit and Risk committee forward work programme.