

Minutes of Meeting of Audit Scotland held in the offices of Audit Scotland, 110 George Street, Edinburgh on Friday, 23 May 2008 at 12 noon.

PRESENT: J Baillie (Chair)  
I Low  
R W Black  
P Taylor  
C Gardner

IN ATTENDANCE: D McGiffen, Director of Corporate Services  
R Frith, Director of Audit Strategy  
C Coull, Secretary

<u>Item No</u>	<u>Subject</u>
1.	Apologies
2.	Accountable Officer's Report
3.	Board Membership
4.	Performance Update – Quarter 4 Report 2007/8
5.	Draft Statutory Accounts 2007/8
6.	Corporate Governance of Audit Scotland
7.	Health and Safety

1. Minutes

The minutes of meeting of 25 March 2008 were submitted and approved.

The minutes of meeting of the Remuneration Committee of 15 April 2008 were submitted and approved.

2. Accountable Officer's Report

The Accountable Officer introduced his report updating the Board on progress in Audit Scotland since its last meeting. He highlighted the following areas:-

- Business performance
- Supporting effective democratic scrutiny
- Scottish Commission for Public Audit
- Stakeholder relations
- Audit Scotland Annual Report
- Speaking engagements.

The position was noted.

3. Board Membership

There was submitted a report by the Secretary with attached a timeline for the appointment of a new non-executive member to the Board, a draft advertisement and draft job description and person specification.

It was agreed:-

- i. that the papers be approved subject to some minor amendments;
- ii. that the advertisement be placed in the Scotsman and Herald newspapers and that consideration be given to whether it should also appear in the Sunday Times and Telegraph once the costs of such insertion were known;
- iii. that the advertisement be sent to bodies such as COSLA, Institute of Directors, CBI, appropriate professional organisations etc; and
- iv. to remit to the Secretary to contact OCPAS regarding the possible availability of an independent assessor.

*(Action by Secretary)*

4. Performance Update – Quarter 4 Report 2007/8

There was submitted a report by the Director of Corporate Services presenting summary performance monitoring information for the final quarter of the financial year, January to March 2008, and cumulative performance for the full year 2007/8.

The report was noted.

5. Draft Statutory Accounts 2007/8

It was reported that the Audit Committee had met earlier in the day and considered in detail the Annual Report and Accounts for 2007/8.

It was agreed to approve the recommendation of the Audit Committee that the Annual Report and Accounts be approved.

6. Corporate Governance of Audit Scotland

There was submitted a report by the Auditor General referring to John Tiner's review of the corporate governance of the National Audit Office and the response thereto by the Public Accounts Commission (TPAC) of the House of Commons. The report outlined each significant issue in the TPAC report and appended a brief comment on the implications for the arrangements in Scotland.

It was agreed that the Auditor General's report should be fine tuned and that thereafter the Chair of Audit Scotland should send it for information to the Presiding Officer and Chief Executive of the Parliament. It was also agreed that the report be considered further at the next meeting.

*(Action by Chair and Auditor General)*

7. Health and Safety

i. Corporate Homicide Act 2007

There was submitted a report by the Director of Corporate Services with an initial briefing on the implications for Audit Scotland of the Corporate Homicide Act 2007.

ii. Health and Safety Improvement Programme

David Blattman, Human Resources and Organisational Development Manager, and John Gunster from JG Safety presented a report on the health and safety improvement programme which was now under way in Audit Scotland. The implications for the Audit Scotland Board and Audit Committee, in particular, were highlighted.

It was agreed to note the report by the Director of Corporate Services and the presentation and to approve the key steps being taken to refresh health and safety management within Audit Scotland.