

Minutes of Meeting of Audit  
Scotland held in the offices of  
Audit Scotland, 110 George  
Street, Edinburgh on Thursday, 3  
December 2009 at 10.10hrs

PRESENT: J Baillie (Chair)  
R Cleland  
J Maclean  
R W Black  
C Gardner

APOLOGIES: None

IN ATTENDANCE: D McGiffen, Director of Corporate Services  
L Meahan, Assistant Director, Audit Services, Chair of the Diversity  
and Equality Steering Group  
D Hanlon, Finance Manager

<b><u>Item No</u></b>	<b><u>Subject</u></b>
1.	Apologies
2.	Declarations of Interest
3.	Minutes dated 25 September 2009
	Matters Arising
	<ul style="list-style-type: none"><li>• Board to consider longer-term funding matters</li></ul>
4.	Appointment to the Chair of the Audit Committee
5.	Single Equality Scheme
6.	Performance & Financial Update – Quarter 2 Report
7.	Business Continuity Plan
8.	International Strategy
9.	2010 Board / Audit Committee Proposed Meeting Dates
10.	Accountable Officer's Report
11.	SCPA Report to Audit Scotland's 2010/11 Budget
12.	Swine Flu Update
13.	Any other business
14.	Date of Next Meeting

1. **Apologies**

There were no apologies given.

2. **Declarations of Interest**

It was noted that there were no declarations of interest.

3. **Minutes**

The minutes of meeting of 25 September 2009 were submitted and approved.

**Matters Arising**

1. **Board to consider longer-term funding matters**

It was agreed that the board would discuss longer-term funding matters at its January 2010 meeting, and that the Director of Audit Strategy would prepare a briefing paper to support the discussion.

4. **Appointment to the Chair of the Audit Committee**

The Board agreed to appoint John Maclean as Chair of the Audit Committee

5. **Single Equality Scheme**

There were submitted two reports by the Chair of the Diversity and Equality Steering Group. The Board was invited to approve the Audit Scotland Single Equality Scheme and to note the Accounts Commission Single Equality Scheme which had been approved by the Accounts Commission at its November 2009 meeting. The Chair of the Diversity and Equality Steering Group explained the background to the development of both schemes. Following discussion the Board approved the Audit Scotland Single Equality Scheme and requested that the Diversity and Equality Steering Group report back on the option of taking part in the Jobcentre Plus Disability Two Ticks scheme, which had been considered as part of the best value review of recruitment and selection. The Accounts Commission Single Equality Scheme was noted.

The Board thanked the Diversity and Equality Steering Group for the work involved in creating the schemes and commended the group on the quality of the publications.

The reports will be published on Audit Scotland's website.

6. **Performance & Financial Update – Quarter 2 Report**

There was submitted a report by the Director of Corporate Services, which summarised the performance and financial monitoring information for the second quarter of this financial year, July – September 2009. The Finance Manager updated the report on the financial forecast to the end of the year.

Following discussion, it was agreed to amend the reporting of progress on performance audit studies by ...

The Board noted the contents of the report.

**7. Business Continuity Plan**

There was submitted a report by the Director of Corporate Services which presented the Board with an updated Business Continuity Plan – Version 5 for approval. The Director of Corporate Services explained that the changes that had been made during the annual review of the plan and the testing activity that had been undertaken this year.

The Board approved the Business Continuity Plan –Version 5.

**8. International Strategy**

There was submitted a report by the Director of Corporate Services, which provided an updated strategy for work with other countries. The Auditor General tabled copies of the annual report on International Work for 2008/09 and copies of the criteria for considering work with other countries was also tabled.

The Board recognised the value and range of benefits of the international work undertaken by Audit Scotland and approved the revised strategy for working with other countries.

**9. 2010 Board / Audit Committee Proposed Meeting Dates**

There was submitted a report by the Director of Corporate Services, presenting the proposed meeting dates for 2010 for the Audit Scotland Board and the Audit Committee.

It was agreed that the Director of Corporate Services would liaise with Board members to finalise the programme of meetings, with alternative dates for the February, April and August meetings.

**10. Accountable Officer's Report**

There was submitted a report by the Accountable Officer updating the Board on progress and current events at Audit Scotland since September. It also highlighted the number of engagements taken by the Accountable Officer during this period.

The Board commended Audit Scotland on the publication of the report on Scotland's Public Finances.

The Board also congratulated Caroline Gardner's appointment to the International Ethics Standards Board for Accounts which is for a three year term.

**11. SCPA Report on Audit Scotland's 2010/11 Budget**

There was submitted a report by the Director of Corporate which provides the Board with the SCPA's report on Audit Scotland's 2010-11 budget.

The Board welcomed the SCPA's approval of the budget proposals and on discussions about longer term funding of Audit Scotland's work. The report will be discussed further at the January meeting of the Board.

**12. Swine Flu Update**

The Director of Corporate Services provided an update on the impact of swine flu on Audit Scotland's business. She reported that, although sickness absence rates are higher than at this time in 2008, this is not causing any significant business disruption and so management team had not yet implemented business continuity plans for influenza pandemic.

**13. Any other business**

The Board agreed to appoint Ronnie Cleland as the contact for whistleblowing.

The Chair informed the Board of the progress being made by the Accounts Commission and HMIC on best value audits of police boards.

The Deputy Auditor General updated the Board on staffing changes and planned recruitment for a replacement Director in the new year.

**14. Date of the next meeting**

The date of the next Audit Scotland Board and Audit Committee will be:

- **Thursday, 28 January 2010 at 10.00hrs** and will be held in the Boardroom at the offices of Audit Scotland, 110 George Street, Edinburgh.