



MINUTES OF MANAGEMENT TEAM MEETINGS

2008

AUDIT SCOTLAND MANAGEMENT TEAM

MINUTE OF MEETING HELD ON 8 JANUARY 2008

Present: Bob Black, Caroline Gardner, Russell Frith, Diane McGiffen

1.	STOCKTAKE	LEAD	DEADLINE
	<p>MT met to informally review the key issues for the coming year internally and externally. Following a wide ranging discussion, it was agreed that:</p> <ul style="list-style-type: none"> • The new corporate plan should be a more strategic document, setting the context for and detail of the value to be added by public audit in Scotland over the next three years • The publication of the corporate plan would be rescheduled to the summer to enable a widespread consultation exercise to take place and to allow more time to assess the implications of emerging developments • Diane will bring back a revised project plan and discussion document to an MT meeting in January. • It was agreed that Bob should invite John Baillie, Chair of the Audit Scotland Board and the Accounts Commission to an early MT meeting to discuss his vision for both roles and how we can further align and improve our joint working • MT agreed that the following themes should be reflected in the new corporate plan: <ul style="list-style-type: none"> ○ Holding to account and helping to improve ○ Our role working on behalf of citizens, taxpayers and service users ○ Our distinctive role and contribution in: <ul style="list-style-type: none"> ▪ analysing the use of resources ▪ Providing public assurance ▪ Our work on fraud ▪ Supporting improvement ○ Accounting for sustainability ○ Implementing the Crerar review ○ Outcome agreements ○ The impact of changing organisational boundaries ○ Our cost ○ Quality ○ Best value principles ○ Efficient Government 	<p>DMcG</p> <p>DMcG</p> <p>BB</p>	<p>22.01.08</p>
2.	AOB		
2.1	<p><u>Video Conference</u></p> <p>Diane informed MT that video-conferencing facilities were now working in all the agreed locations and it was agreed to arrange a series of video-conference calls between the MT and the relevant offices to improve communication and promote the new service.</p>		

2.2	<p><u>External Engagement Strategy</u></p> <p>It was agreed that James Gillies should review the implementation of the external engagement strategy and provide an update and discussion paper on next steps for an MT in February.</p>	JG	05.02.08
2.3	<p><u>Recruitment</u></p> <p>Russell asked for updated guidance on the MT approvals required for recruitment of posts.</p>	DMG	
2.4	<p><u>Osborne House</u></p> <p>Diane provided a verbal update on developments at Osborne House and will provide a further report following landlord meetings in January.</p>	DMcG	12.02.08
3.	<p>Date of the Next Meeting</p>		
	<p>The next Management Team, which is the third meeting of the month and will consider Projects & Report Update will be held on:</p> <ul style="list-style-type: none"> • Tuesday, 22 January at 09.30 <p>Apologies None</p> <p>Please send apologies to Caroline Cockburn x1606</p>		

AUDIT SCOTLAND MANAGEMENT TEAM

MINUTE OF MEETING HELD ON 15 JANUARY 2008

Present: Bob Black, Russell Frith, Diane McGiffen
Apologies: Caroline Gardner

1.	Note of Previous Minutes	LEAD	DEADLINE
	The minutes of the meetings held on 18 December 2007 and 8 January 2008, which had been circulated, were agreed as an accurate record.		
2.	International Liaison Manager – Job Evaluation		
	<p>Following discussion of the paper by the Chair of the International Steering Group, which had been circulated, Management Team approved the grading of the International Liaison Manager's post at a Grade F.</p> <p>Bob asked for discussion with the Chair on the outcome of the recruitment process.</p>	DMcG	Immediate
3.	Reward Project		
	<p>Management Team discussed the paper and project plan for the reward project by the HR & OD Manager, which had been circulated. Following discussion, Management Team agreed that engagement with the Remuneration Committee prior to the launch of the survey was important and Diane agreed to communicate this to the project team.</p> <p>Management Team noted the report.</p>	DMcG	Immediate
4.	File Server Outage – Update		
	Management Team noted the report on the recent File Server Outage by the IT Manager, which had been circulated. Management Team noted that the TMG would discuss the item on 17 January 2008.		
5.	Government Consultation on the Scottish Futures Trust		
	Russell provided a verbal update on the current consultation on the Scottish Futures Trust. It was agreed that Russell would forward the relevant papers to Management Team for comment and that this should be discussed at a future Management Team meeting. It was noted that the deadline for comment was 14 March 2008 and agreed that our response should consider issues of accountability.	RF	14.03.08
6.	Business Continuity Plan (BCP) – Exercise 2007		
	<p>Diane introduced the results of the Business Continuity Plan – Exercise 2007 and Management Team discussed the content of the report, which had been circulated.</p> <p>It was agreed that creating a specific Influenza Pandemic Plan following the next meeting of the testing team would be essential.</p> <p>Management Team welcomed and noted the contribution made by Alex Devlin and Claire Sweeny to the event.</p>	DMcG	April/May

7.	List of Major Audit Scotland Projects		
	Management Team noted the contents of the report, which had been circulated. There was discussion of the major IT projects.		
8.	AOB		
8.1	<p><u>Internal Audit – Audit Needs Assessment Update & Periodic Plan</u></p> <p>Management Team discussed the draft Internal Audit – Audit Needs Assessment, which had been tabled. It was agreed that Diane should provide feedback to RSM Bentley Jennison and that she would engage with the Secretary of the Audit Scotland Board on a date for an Audit Committee meeting as soon as possible.</p>	DMcG	Immediate
9.	Date of the Next Meeting		
	<p>The next Management Team & Directors meeting will be held on:</p> <ul style="list-style-type: none"> • Friday, 1 February at 09.30 hrs and will be held in Caroline Gardner’s office. <p>The next Management Team, which is the first meeting of the month, and will consider “Forward Looking Issues” will be held on:</p> <ul style="list-style-type: none"> • Tuesday, 5 February 2008 at 09.30. <p><u>Apologies:</u></p> <p>12.02.08 CG 29.02.08 BB</p> <p>Please send apologies to Caroline Cockburn x1606</p>		

AUDIT SCOTLAND MANAGEMENT TEAM

MINUTE OF MEETING HELD ON 22 JANUARY 2008

Present: Bob Black
Caroline Gardner
Russell Frith
Diane McGiffen

In Attendance: Lynn Bradley (items 2, 3 and 4)
Fiona Kordiak (items 2, 3 and 4)
David Blattman (items 5, 6 and 7)
Mike Curtis, QGC (item 7)
Ronnie Nicol (item 10)

1.	Note of previous meeting	LEAD	DEADLINE
	The minutes of the previous meeting of 15 January 2008, which had been circulated, were agreed as an accurate record.		
2.	Best Value Review: Use of Resources Lynn introduced the scoping paper on the Best Value review on use of resources in Audit Services. Following discussion, Management Team welcomed the scope of the review and it was agreed that internal audit resource would be used to support the project.	Diane	
3.	Presentation on Workforce and Resource Planning in ASG Fiona Kordiak introduced her Workforce and Resource Plan, which had been circulated. Fiona outlined the background to the plan and Management Team noted the plans for resourcing over the next few years. Fiona said the next steps in the plan were further engagement with HR to finalise the plan and then the adoption of the plan to guide recruitment and selection. Management Team welcomed the approach.		
4.	Crerar Review - Update Management Team discussed the government's announcement on the Crerar Review, which had been circulated. It was agreed that this should be a item for further discussion at the Management Team and Directors meeting on 1 February and discussion would be lead by Caroline Gardner.		
5.	Competency Redefinition Project David introduced his papers to Management Team with an outline of how the various improvement projects on competencies, reward and IIP link together. On the competency project David provided Management Team with an update on progress to date, building on his report, which had been circulated. Management Team welcomed the business engagement in this project and noted progress.		
6.	Business Improvement Project (IIP) Update David introduced his paper, which had been circulated, and provided an update to Management Team on the next steps in assessing Audit Scotland's approach to IIP accreditation. Management Team noted the way forward.		

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7.	<p>Reward Project – Update</p> <p>Mike Curtis, Account Manager from QCG, joined David Blattman to introduce the background and context to the reward project. Mike outlined key success factors for this project, key risks and facilitated a discussion with Management Team on approaches to reward. It was agreed that QCG would facilitate a similar discussion at the next Remuneration Committee meeting, which would be arranged to take place shortly.</p>		
8.	<p>Correspondence Summary</p> <p>Management Team noted the correspondence summary, which had been circulated.</p>		
9.	<p>Corporate Plan Update</p> <p>Diane updated Management Team on the discussions with Dave McConnell and Antony Clark to take forward the preparation of the Corporate Plan. It was agreed that there would be a report to the Board outlining the proposed extension of the time to consult and prepare the Plan and that this would also be an item for discussion at the Management Team and Directors meeting on 1 February.</p>	Diane	February 2008
10.	<p>Portfolio Management in Public Reporting – Local Government</p> <p>Ronnie Nicol introduced his paper to Management Team which had been circulated. Following discussion Management Team agreed to amend its previous decision on Portfolio Managers in the Local Government Public Reporting team and to allow the recruitment of a third subject Portfolio Manager incorporating existing information, intelligence and reporting responsibilities, and committing to the deletion of the existing information and intelligence Portfolio Manager post on the retirement of the present incumbent. It was agreed that David Hanlon would clarify with the Local Government team the funding for the post.</p>	David Hanlon	February 2008
11.	<p>ITIL Systems</p> <p>Diane introduced the paper recommending the purchase of the ITIL System, which was presented to Management Team for approval as the expenditure was over £50,000. Following discussion, Management Team agreed with the recommendation that had been previously scrutinised by the Technology Management Group.</p>		
12.	<p>The Management Team and Directors meeting will be held on:</p> <p>Friday 1 February 2008 at 9.30 in Caroline Gardner’s office</p> <p>The next Management Team meeting which is the first meeting of the month and therefore will consider forward looking issues, will be held on Tuesday 5 February 2008 at 9.30am.</p>		
	<p>Apologies</p> <p>Please send apologies to Caroline Cockburn x1606</p>		

AUDIT SCOTLAND MANAGEMENT TEAM

MINUTE OF MEETING HELD ON 5 FEBRUARY 2008

Present: Bob Black
Caroline Gardner
Russell Frith
Diane McGiffen

In Attendance: James Gillies joined the meeting for **Item 2**

1.	Note of previous meeting	LEAD	DEADLINE
	The minutes of the previous meeting of 22 January 2008, which had been circulated, were agreed as an accurate record.		
2.	Communications Digest – February Preview		
	James introduced the Communications Digest report for February, which had been previously circulated. Following discussion, Management Team noted the paper and thanked James for his contribution. <i>James Gillies left the meeting</i>		
3.	Bonfire of the Audits		
	Russell introduced his report on Bonfire of the Audits, which had been previously circulated, on the impact of recent unannouncements on the future of several public bodies. Management Team noted the contents of the paper and it was agreed that Russell would now discuss in detail with Lynn Bradley and Fiona Kordiak	RF	
4.	AOB		
	There was no other business.		
5.	Date of Next Meeting		
	The date of the next Management Team meeting will be held on: • Tuesday, 12 February 2008 at 09.30 Apologies for this meeting have been received from Caroline Gardner.		

AUDIT SCOTLAND MANAGEMENT TEAM

MINUTE OF MEETING HELD ON 12 FEBRUARY 2008

Present: Bob Black
Russell Frith
Diane McGiffen

Apologies: Caroline Gardner

In Attendance: Lynn Bradley joined the meeting for **Item 2**
David Hanlon joined the meeting for **Item 3**
Lorna Meahan joined the meeting for **Item 4**

1.	Note of previous meeting	LEAD	DEADLINE
	The minutes of the previous meeting of 5 February 2008, which had been circulated, were agreed as an accurate record.		
2.	Refurbishment of Inverness Office		
	<p>Lynn Bradley introduced her paper setting out proposals and costs for the Inverness Office, which had been circulated. Following discussion, Management Team agreed to approve a budget of £64,327.73 for the refurbishment of the Inverness Office and to delegate authority to the corporate finance manager to select the most appropriate source of funding from those described in the paper. Management Team agreed that the Inverness accommodation needed to be brought up to an acceptable standard.</p> <p>The decision to invest in the Inverness refurbishment was based on the business requirement to maintain a long-term base and presence in Inverness. To enable us to deliver the business, and because evaluation of the option of securing alternative accommodation which were too expensive.</p> <p style="text-align: center;"><i>Lynn Bradley left the meeting</i></p>	LB	To be included in project monitoring updates
3.	Provisional budget Estimate 2009/10		
	<p>David Hanlon joined the meeting for this item and introduced his paper, which had been circulated. Following discussion, it was agreed that the provisional budget estimate should:-</p> <ul style="list-style-type: none"> • use the treasury guidelines for pay inflation • include 2% efficiencies targets • plan to meet the transitional costs of introducing new financial reporting standards from EYF resources rather than fee increases • continue to work to produce updated analysis of the 2009-10 preliminary budget prior to approval by the Management Team before submission to the SCPA by mid-March. <p style="text-align: center;"><i>David Hanlon left the meeting</i></p>		February 08

4.	International Work		
	<p>Lorna Meahan joined the meeting for this item and introduced her paper which had been circulated. Following discussions, Management Team noted the progress on International work and agreed that Audit Scotland should accept the invitation to attend and provide a presentation to the EURORAI Conference in May. Management Team also approved the recommendations from the Steering Group to continue with the established International strategy and decline offers to enter into a formal partnership with HELM at this stage, without prejudicing any future offers.</p> <p style="text-align: center;"><i>Lorna Meahan left the meeting</i></p>	LM	Update Quarterly
5.	Biodiversity Report		
	<p>Management Team approved the recommendation in the report, which had been circulated by Liz Ribchester on behalf of the Environmental Group, to support a further Biodiversity Conservation activity day in 2008/09 with a cost of up to £400 plus VAT and a cost of staff time of up to a maximum of 12 volunteers. Management Team expressed their thanks to the Environmental Group for this initiative and activity.</p>	LR	
6.	AOB		
6.1	<p><u>Solace Foundation Imprint (SFI)</u></p> <p>There was discussion of a request from the Solace Foundation Imprint for sponsorship. Following discussion, it was agreed that Bob would discuss some level of increased contribution with the Foundation.</p>		
6.2	<p><u>Audit Commission</u></p> <p>There was discussion of the agenda for Bob's forthcoming meeting with the Audit Commission and the Presiding Officer.</p>		
6.3	<p><u>Heads of Agency Forum</u></p> <p>The arrangements and agenda for the Heads of Agencies meeting to be held on the 14 March were discussed.</p>		
7.	Date of Next Meeting		
	<p>The date of the next Management Team meeting will be held on:</p> <ul style="list-style-type: none"> • Tuesday, 19 February 2008 at 09.30 		

AUDIT SCOTLAND MANAGEMENT TEAM

MINUTE OF MEETING HELD ON 19 FEBRUARY 2008

Present: Bob Black, Russell Frith, Diane McGiffen,
Barbara Hurst (substituting for Caroline Gardner)
Apologies: Caroline Gardner
Attendance: David Hanlon and Alex Devlin joined the meeting for **items 2 and 3.**

		<u>Action</u>
1.	Note of Previous Meeting	
	The minute of the meeting of 12 February 2008, which had been circulated, were agreed as an accurate record.	
2.	Performance and Financial Update – Quarter Three Report	
	<p>David Hanlon and Alex Devlin introduced the report on business and financial performance in the third quarter, which had been circulated.</p> <p>MT welcomed the continuing strong performance against our KPIs. It was noted that the performance information for the completion of central government audits was subject to revision, and it was agreed that Barbara and Alex would review the performance data and provide a short update for the next meeting.</p> <p>MT congratulated the PRG on the quality and impact of recent reports, several of which had been completed to very challenging timescales. Following discussion, it was noted that there appeared to be some significant slippage against some other PRG studies. In order to understand better the underlying reasons and potential for improvement in delivery against project milestones, it was agreed that PRG should provide a detailed report to MT on this issue, analysing past trends, identifying key issues, trends and cost implications and setting out improvement actions.</p> <p>MT noted the content of the report.</p>	<p>AD/BH</p> <p>March 2008</p> <p>BH/David Pia</p>
3.	Sickness Absence	
	<p>Alex Devlin introduced his paper analysing the difference between sickness absence recorded by payroll and through the time recording system, which had been identified in through monitoring PIs in 2007. It had been agreed to revisit the issue at the end of quarter 3 2008, when the new time recording system would contain sufficient data for analysis.</p> <p>Following discussion, MT welcomed the report and analysis and actions to:</p> <ul style="list-style-type: none"> • Reinforce the sickness policy and procedures through managers and general communications, including team brief • Follow up with individuals where documents appear to be missing • Re-inforce at managers' meetings the need for accurate reporting • Follow up the analysis at the end of quarter 4 to assess improvement. 	<p>Alex Devlin/ David Blattman</p>

4.	Principles of Public Audit	
	<p>Diane introduced the draft paper for the Public Audit Forum, which had been circulated. It was agreed that MT should provide detailed comments direct to Antony Clark, who would also be engaging with Directors and Assistant Directors on the paper. Following discussion it was also considered that the paper should focus more on the public value and added value of audit, recognise the wider scrutiny landscape and the integrating role of audit, promote more the distinctive role of audit providing assurance about the proper use of resources and recognise the anti-fraud work undertaken by audit agencies.</p> <p>It was agreed that there should be a further discussion of the paper at MT once Antony had prepared a response.</p>	Antony Clark
5.	Review of NAO Governance	
	<p>There was discussion of the recent report on the governance of the NAO. Following discussion it was agreed that the Board should be invited to consider the report and this should be used, along with the current internal audit programme, to identify any further improvements in Audit Scotland's governance.</p>	Bob Black
6.	Date of Next Meeting	
	<p>The next Corporate Management Forum will be on Friday 29 February.</p> <p>The next Management Team meeting will be on Tuesday 4 March 2008 at 9.30.</p> <p>Apologies:</p> <p>Please give your apologies to Caroline x1606</p>	

AUDIT SCOTLAND MANAGEMENT TEAM

MINUTE OF MEETING HELD ON 4 MARCH 2008

Present: Bob Black
Caroline Gardner
Diane McGiffen

Apologies: Russell Frith

In Attendance: Allan Davie joined the meeting for **Item 2**
David Blattman joined the meeting for **Item 3**

1.	Note of previous meeting	LEAD	DEADLINE
	The minutes of the previous meeting of 19 February 2008, which had been circulated, were agreed as an accurate record.		
2.	Storage Area Network		
	Allan Davie introduced his paper on the Storage Area Network, which has been circulated. Allan requested approval to purchase a Storage Area Network and went on to outline the background to this project, the procurement process, and the benefits to the business and the cost. Following discussion, Management Team agreed to approve the purchase of the Storage Area Network, as recommended in the report, pending Board approval given that the cost of the Storage Area Network is very close to delegated financial authority. <i>Allan Davie left the meeting</i>	DMcG	23.03.08
3.	Remuneration Committee – Follow-Up		
	David Blattman joined the meeting to discuss the agenda for the Remuneration Committee on 25 March. It was agreed that the Remuneration Committee agenda should include a discussion of agreements for implementing this year's annual award for graded staff as well as arrangements for the fixed point salary group and the proposals for the review of the fixed point salary scheme. <i>David Blattman left the meeting</i>	DMcG	23.03.08
4.	Communications Digest – March Preview		
	Management Team noted the paper by James Gillies, which had been circulated. It was agreed that the paper continues to provide a useful overview of external coverage of audit work.		
5.	Commission Seminar – Follow-Up		
	Bob and Caroline updated Management Team on the recent Accounts Commission Seminar.		

6.	AOB		
6.1	<u>Board Agenda</u> A draft agenda for the Audit Scotland Board meeting on 25 March was discussed.		
7.	Date of Next Meeting		
	The date of the next Management Team meeting will be held on: <ul style="list-style-type: none">• Tuesday, 11 March 2008 at 09.30		

AUDIT SCOTLAND MANAGEMENT TEAM

MINUTE OF MEETING HELD ON 11 MARCH 2008

Present: Bob Black
Caroline Gardner
Diane McGiffen
Russell Frith

Apologies: None

In Attendance: David Blattman, Willie Maltman and Brigid Russell joined the meeting for **Item 2**
David Hanlon joined the meeting for **Item 3**
Tricia Meldrum joined the meeting for **Item 4**
Barbara Hurst and Gordon Smail joined the meeting for **Item 5**

1.	Note of previous meeting	LEAD	DEADLINE
	The minutes of the previous meeting of 4 March 2008, which had been circulated, were agreed as an accurate record.		
2.	Management Development Programme Evaluation - Presentation		
	<p>David Blattman, Willie Maltman and Brigid Russell joined the meeting to delivery a presentation on the evaluation of the Management Development Programme and to introduce their Evaluation Reports, which had been circulated.</p> <p>Management Team welcomed the Evaluation process and congratulated the team on the Evaluation and the delivery of the programme.</p> <p>Following discussion, it was agreed that a further session would be scheduled with the Directors to enable Management Team and Directors to consider the results of the evaluation and the implications for ongoing development activity.</p> <p style="text-align: center;"><i>David Blattman, Willie Maltman & Brigid Russell left the meeting</i></p>	DMcG/DB	April 2008
3.	2009/10 Provisional Budget Estimate & SCPA Response		
	<p>David Hanlon joined the meeting and introduced his paper outlining the provisional budget estimate and the factors contributing to pressures on the budget.</p> <p>It was agreed that a commitment to a 2% efficiency saving would be made through the budget process and in the response to the SCPA, along with further information about the likely implementation costs introducing International Financial Reporting Standards.</p> <p>It was also agreed that Management Team members should provide comments on the draft SCPA response by Thursday, 13 March 2008 and it was noted that the response to the budget estimate should be with the SCPA by Friday, 14 March 2008.</p>	ALL	13.03.08

	<i>David Hanlon left the meeting</i>		
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4.	Framework for Assessing Impact		
	<p>Tricia Meldrum joined the group and introduced the paper from the Corporate Impact Group, which had been circulated.</p> <p>Management Team welcomed the new Framework for Assessing Impact and discussed the next stages in embedding this across the organisation and through our corporate planning and annual report processes. The Framework was adopted and it was agreed to engage with other Audit Agencies to seek feedback and comment and to engage with our Internal Auditors to review the Framework.</p> <p style="text-align: center;"><i>Tricia Meldrum left the meeting</i></p>	DMcG	April 2008
5.	Correspondence Handling		
	<p>Barbara Hurst and Gordon Small joined the meeting to introduce their paper on the review of Correspondence Handling, which had been circulated.</p> <p>Following discussion, Management Team welcomed the revised processes and the arrangements outlined in the report and agreed to resource the work on the pilot basis as outlined, using EYF to fund the work. A report back on the changes would be provided after one year.</p> <p style="text-align: center;"><i>Barbara Hurst & Gordon Small left the meeting</i></p>	BH	March 2009
6.	Review of Quality Appraisal Arrangements		
	It was agreed to defer the discussion of this paper to the following meeting.	DMcG	18.03.08
7.	Housing Benefit Audit Responsibilities		
	Russell introduced his paper, which had been circulated. Following discussion, Management Team agreed the paper for a presentation to the next Accounts Commission meeting	RF	23.04.08
8.	Ethical Governance Arrangements		
	Russell introduced his paper, which had been circulated. Following discussion, it was agreed that the paper should be presented for discussion to the next Board Meeting.	RF	25.03.08 Next Board Meeting
9.	Scottish Futures Trust		
	<p>Russell introduced his paper on the consultation on the Scottish Futures Trust, which had been circulated.</p> <p>Management Team agreed to the response and noted the need to outline a process for responding to consultation documents on behalf of Audit Scotland, the Accounts Commission and the engagement with the Audit Scotland Board, where necessary.</p>	RF/CG	April 2008

10.	Information Governance Arrangements		
	<p>Diane introduced a paper highlighting changes to Information Governance Arrangements, which had been circulated.</p> <p>Following discussion, Management Team approved the new arrangements which would bring the Data Protection Policy matters within the remit of the Corporate Group looking at Freedom of Information and other information regulations.</p>		
11.	AOB		
	None		
12.	Date of Next Meeting		
	<p>The date of the next Management Team meeting will be held on:</p> <ul style="list-style-type: none"> • Tuesday, 18 March 2008 at 09.30 		

AUDIT SCOTLAND MANAGEMENT TEAM

MINUTE OF MEETING HELD ON 18 MARCH 2008

Present: Bob Black
Diane McGiffen
Russell Frith

Apologies: Caroline Gardner

In Attendance: David Blattman joined the meeting for **Items 2, 3 & 10**
David Hanlon joined the meeting for **Items 5 & 6**
Barbara Hurst and Fiona Kordiak joined the meeting for **Items 7, 8 and 9**

1.	Note of previous meeting	LEAD	DEADLINE
	The minutes of the previous meeting of 11 March 2008, which had been circulated, were agreed as an accurate record.		
2.	2008 Pay Award (Main Grades)		
	David Blattman introduced his paper outlining the current status of negotiations between COLSA and the Local Government Trade Unions on the 2008 Pay Award. Following discussion, it was agreed to recommend to the Board that an interim cost of living award be made to staff in April pending the final agreement between COLSA and Local Government Trade Unions.	DMcG	25.03.08
3.	Corporate Homicide Act 2007		
	David Blattman introduced his paper which had been circulated. Following discussion, Management Team noted the implications of the Corporate Homicide Act 2007 as outlined in the paper specifically the issues for the Audit Scotland Board, Management Team and Directors and the Health & Safety Committee. The implications for other managers and members of Audit Scotland were also noted and Management Team approved the actions outlined in the report. <i>David Blattman left the meeting</i>		
4.	Data Protection Policy		
	Diane introduced the paper on the revised Data Protection Policy, which was a further piece of work arising from the review of Audit Scotland's handling of sensitive data, begun in late 2007. Following discussion, Management Team approved the revised policy.		

5.	2009/10 Provisional Budget Estimate & SCPA Response		
	<p>David Hanlon joined the meeting for further discussion of the 2009/10 Provisional Budget Estimate, as detailed in the paper circulated for the 11 March Management Team meeting.</p> <p>Following discussion it was agreed that the Budget response and the response to the SCPA report should be submitted.</p>	DMcG	28.03.08
6.	Stationery Supplies		
	<p>David Hanlon introduced his paper, which had been circulated and which outlined the review of the procurement process for stationery supplies resulting in an estimated annual saving of £27,000.</p> <p>Management Team noted the report and congratulated David on the exercise.</p> <p style="text-align: center;"><i>David Hanlon left the meeting</i></p>		
7.	Intelligence Report		
	<p>Barbara Hurst and Fiona Kordiak introduced the Intelligence Report, which had been circulated.</p> <p>Following detailed discussion of the paper, Management Team noted the report and congratulated the team on the coverage of issues in the report.</p>		
8.	Correspondence Summary		
	Barbara introduced the Correspondence Summary, which had been circulated. Management Team noted the report.		
9.	Review of Quality Appraisal Arrangements		
	<p>Russell introduced his paper, which had been previously circulated. Russell stated that the paper was an attempt to highlight some initially thinking around revising Quality Appraisal Arrangements.</p> <p>Following discussion, it was agreed that the paper should be discussed at the next available Management Team and Directors meeting and that there should be a full discussion of the role of Quality Appraisals and the corporate approach to Quality Appraisal across the business.</p> <p style="text-align: center;"><i>Barbara Hurst and Fiona Kordiak left the meeting</i></p>	DMcG	30.05.08

10.	Diversity Equality Scheme		
	<p>Diane introduced the Diversity Equality Scheme Annual Report, which had been circulated. It was agreed to revisit the question of who should be the lead Relationship Manager on Diversity at a future meeting when Caroline Gardner is available.</p> <p>Following discussion, Management Team approved the report and recommended that it be presented to the Board.</p>	DMcG	25.03.08
11.	AOB		
11.1	<p><u>Board Agenda</u></p> <p>Management Team discussed the draft Board Agenda which was tabled.</p>		
11.2	<p><u>IFRS Briefing</u></p> <p>It was agreed that Russell would provide a high level IFRS briefing for Management Team and Directors at the next available meeting.</p>	RF	30.05.08
11.3	<p><u>Local Income Tax Proposals</u></p> <p>It was agreed that Russell would review the Local Income Tax Proposals to assess whether Audit Scotland should submit a response to the consultation.</p>	RF	
12.	Date of Next Meeting		
	<p>The date of the next Management Team meeting will be held on:</p> <ul style="list-style-type: none"> • Tuesday, 1 April 2008 at 09.30 		