

Minutes

Management Team

Tuesday 23 February 2021, 10.00am

TEAMS Meeting

Present:

Diane McGiffen (Chair)
Stephen Boyle
Fiona Kordiak
Fraser McKinlay
Joy Webber (Minutes)

Apologies:

There were no apologies.

In attendance:

David Blattman, HR&OD Manager, Corporate Services
Carolyn McLeod, Audit Director, Performance Audit and Best Value
Richard Robinson, Senior Manager, Performance Audit and Best Value
Erin McGinley, Correspondence Officer, Performance Audit and Best Value
Claire Richards, Senior Auditor, Performance Audit and Best Value
Fiona Mitchell Knight, Audit Director, Audit Services
Antony Clark, Audit Director, Performance Audit and Best Value
Martin Walker, Associate Director, Corporate Performance and Risk
Simon Ebbett, Communications Manager
Gayle Fitzpatrick, Corporate Governance Manager
David Robertson, Digital Services Manager
Paul Reilly, Secretary to the Accounts Commission

1. Minutes of meeting 16 February 2021

The draft minutes dated 16 February 2021 were considered and Management Team agreed that these were an accurate record of the meeting.

Confidential minutes of meeting on 16 February 2021

The draft confidential minutes dated 16 February 2021 were considered and Management Team agreed that these were an accurate record of the meeting.

2. Confidential item

This item is the subject of a separate confidential minute.

3. Diversity, equality and inclusion progress update

David Blattman, HR&OD Manager, Corporate Services, joined the meeting.

David Blattman introduced the Diversity, equality and inclusion progress Remco report, copies of which had been previously circulated.

David Blattman invited Management Team to note the draft report for Remco and highlighted progress made to date and the proposed next steps including engagement with internal and external partners on Audit Scotland's long term strategy.

During detailed discussion, Management Team welcomed the progress reported and noted the level of engagement during the recent recruitment campaign. Management Team agreed they would welcome a broader conversation around the proposed outcomes, analysis of the statistics from the recruitment campaign which had achieved over 200 applications and further explore the role of modern apprentices and school leavers in audit.

Following discussion, Management Team welcomed the report and noted that in relation to modern apprentices and school leavers this would be developed further and agreed additional commentary on gender and equal pay and entry routes into Audit Scotland be incorporated into the report prior to its submission to the Remuneration and Human Resources Committee for consideration on 3 March 2021.

4. Workforce plan update

David Blattman introduced the Workforce plan update, copies of which had been previously circulated.

David invited Management Team to consider and comment on the report prior to its consideration by the Remuneration and Human Resources Committee on 3 March 2021.

During detailed discussion, Management Team noted the update on the development of the Workforce Plan and considered the next steps in terms of process and engagement required around the ongoing development of the people strategy. Management Team reflected on how Audit Scotland has responded during the course of the pandemic and the impact this may have on the future people strategy. Management Team recognised the resource constraints in the short and medium term and Fraser McKinlay agreed to take forward discussions with David on the development of the people strategy, with early engagement with the Leadership Group at its meeting on 10 March 2021 before returning to Management Team for a further discussion in early course.

Following discussion, Management Team welcomed the report.

Action(s): A further report on the People Strategy to be scheduled. (March 2021)

5. Proposed equalities outcomes 2021-2025

Carolyn McLeod, Audit Director, Performance Audit and Best Value, Richard Robinson, Senior Manager, Performance Audit and Best Value, Erin McGinley, Correspondence Officer, Performance Audit and Best Value and Claire Richards, Senior Auditor, Performance Audit and Best Value, joined the meeting with David Blattman.

Carolyn McLeod introduced the Proposed equalities outcomes 2021-2025 report, copies of which had been previously circulated.

Carolyn invited Management Team to consider and comment on whether the proposed outcomes focus on the right areas, proposed development and actions including engagement and communication.

During detailed discussion, Management Team considered the proposed outcomes which recognise the wider human rights and sociological dimensions, the need to reframe and embed equalities in audit reporting alongside the development of the Code and welcomed the proposals to raise equality awareness through further engagement both internally and externally and how that informs Audit Scotland's own recruitment and talent progression strategy.

Following discussion, Management Team welcomed the comprehensive report and shared additional feedback and commentary on the three outcomes.

Carolyn McLeod, Richard Robinson, Erin McGinley, Claire Richards and David Blattman left the meeting. Fraser McKinlay, left the meeting.

6. BV Audit in Local Government update

Fiona Mitchell Knight, Audit Director, Audit Services and Antony Clark, Audit Director, Performance Audit and Best Value, joined the meeting.

Fiona Mitchell Knight and Antony Clark introduced a presentation which provided an update on the approach to Best Value Audits in Local Government, copies of which had been previously circulated.

Fiona and Antony invited Management Team to note the approach and decisions taken by the Accounts Commission to inform the new Code of Audit Practice which in turn will inform of the invitation to tender, the fee implications for audited bodies and workforce implications.

During detailed discussion, Management Team noted the BV audit approach for Councils will be incorporated within the new Code, the proposals around annual BV and thematic audit work, subsequent Controller of Audit reporting and noted the duties which apply to audited bodies.

Management Team noted the next steps to develop the methodology, further engagement on the scale and frequency of reporting and broader work around performance audit work which would inform planning assumptions, audit fees, resource and skills needs.

Following discussion, Management Team welcomed the discussion and agreed a further discussion to be scheduled on fees, funding and workforce.

Action(s): A further discussion to be scheduled on fees, funding and workforce. (TBC)

Fiona Mitchell Knight and Antony Clark left the meeting.

The meeting of Management Team concluded. Management Team noted the remaining items were for noting and agreed to consider items 8, 9, 10, 11 and 13 by correspondence.

7. Covid-19 verbal update

Management Team noted the First Minister was scheduled to make an announcement this afternoon and agreed any matters arising would be considered by IMT at its meeting on Thursday 25 February.

8. Internal audit

a) Audit profession preparedness changes

Management Team noted the report by correspondence.

b) IT procurement

Management Team noted the report by correspondence.

c) Progress report

Management Team noted the report by correspondence.

9. Digital security update

Management Team noted the report by correspondence.

10. Draft Accounts Commission agenda: 11 March 2021

Management Team noted the draft agenda by correspondence.

11. Draft Remco agenda: 3 March 2021

Management Team noted the draft agenda by correspondence.

12. Draft Leadership Group agenda: 10 March 2021

Management Team agreed the draft agenda for the meeting of Leadership Group on 10 March 2021.

13. Draft Management Team agenda: 2 March 2021

Management Team noted the proposed agenda for the meeting of Management Team on 3 March 2021.

14. Any other business

There was no other business for discussion.

15. Date of next meeting

The next meeting of Management Team will take place on 3 March 2021.