

Minutes

Management Team

Tuesday 2 March 2021, 10.00am

TEAMS Meeting

Present:

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

Apologies:

Stephen Boyle

In attendance:

David Blattman, HR&OD Manager, Corporate Services
Sharon Kewley, Business Support Manager, Corporate Services
Beverley Oakman, Audit Manager, Performance Audit and Best Value
Martin Walker, Associate Director, Corporate Performance and Risk
Ian Metcalfe, Corporate Performance Officer

1. Minutes of meeting 23 February 2021

The draft minutes dated 23 February 2021 were considered and Management Team agreed that these were an accurate record of the meeting, subject to minor amendment.

Confidential minutes of meeting on 23 February 2021

The draft confidential minutes dated 23 February 2021 were considered and Management Team agreed that these were an accurate record of the meeting, subject to minor amendment.

2. Confidential item

This item is the subject of a separate confidential minute.

3. Equality Impact Assessment – Hybrid Working

Sharon Kewley, Business Support Manager, Corporate Services, Beverley Oakman, Audit Manager, Performance Audit and Best Value, and David Blattman, HR&OD Manager, joined the meeting.

Sharon Kewley introduced the Equality Impact Assessment – Hybrid Working report, copies of which had been previously circulated.

Sharon invited Management Team to note the Understanding Different Needs Assessment, to note the Equality Impact Assessment, in particular the further considerations and benefits identified on page 2, to agree that this Equality Impact Assessment can be shared internally and published on the Audit Scotland website and to note the next steps as set out in the report.

During discussion, Management Team considered the range of positive impacts and issues highlighted together with the mitigating actions proposed and next steps. Management Team welcomed the early engagement with colleagues across the organisation to inform the Equality Impact Assessment and considered the timeline for publication both internally and externally.

Management Team welcomed the comprehensive report and agreed that client sites and audited bodies' policies required to be reflected alongside the development of Audit Scotland's policy for Covid secure hybrid working as part of the people strategy in the Strategic improvement programme.

Following discussion, Management Team agreed that an updated report to reflect the Scottish Government's latest guidance due to be published later this month, would be scheduled for IMT to consider together with a proposed timeline for publication of the Equality Impact Assessment.

Sharon Kewley and Beverley Oakman left the meeting.

4. Strategic Improvement Programme update

Martin Walker, Associate Director, Corporate Performance and Risk, and David Blattman, HR&OD Manager, Corporate Services, joined the meeting.

Martin Walker introduced the Strategic Improvement Programme update, copies of which had been previously circulated.

Martin invited Management Team to note the progress update on the Strategic Improvement Programme, on specific projects to discuss the outline plan for the refresh of Public Audit in Scotland and to discuss the updates on governance, reporting and resourcing, and on communications and engagement.

During detailed discussion, Management Team considered the detailed report and agreed additional commentary on financial management, investment and process be incorporated to provide assurance as part of ongoing reporting to Management Team, the Board and the Scottish Commission for Public Audit. Turning to the communication of the programme, Management Team noted that the programme will be considered at the Leadership Group meeting scheduled for 10 March 2021 and agreed engagement with colleagues should commence shortly thereafter.

Following discussion, Management Team noted the report and agreed additional commentary be incorporated. Management Team agreed further regular reporting be scheduled to Management Team as the Programme Board on financial investment, recruitment process and resourcing for the overall programme.

5. Covid-19 verbal update

Martin Walker provided a verbal update on developments in relation to Covid-19.

During discussion, Management Team welcomed the continuing rollout of vaccines across the UK and in Scotland, noted the update on cases reported of the Brazilian variant and reflected on the UK press briefing for ongoing caution in relation to foreign travel.

Following discussion, Management Team welcomed the update.

David Blattman left the meeting.

6. 2020/21 Q3 Corporate performance report

Ian Metcalfe, Corporate Performance Officer, and Gayle Fitzpatrick, Corporate Governance Manager, joined the meeting.

Martin Walker introduced the 2020/21 Q3 Corporate performance report, copies of which had been previously circulated.

Martin invited Management Team to review the performance in quarter three and to consider whether any additional management action is required.

During detailed discussion, Management Team welcomed the overall performance reported and noted the proposal to reduce the RAG status in two areas. Management Team reflected specifically on the delivery of audit achieved while recognising the potential impact on audit delivery this year which is captured in the forward looking risk register. Management Team considered the management actions taken to date and forthcoming actions.

Following detailed discussion, Management Team welcomed the report and agreed further commentary be included to reflect the fast moving operating environment we continue to operate in, and further streamlining of the appendices prior to submission to the Board for its consideration on 24 March 2021.

Martin Walker and Ian Metcalfe left the meeting.

7. Draft Management Team agenda: 9 March 2021

Management Team noted the proposed agenda for the meeting of Management Team on 9 March 2021.

8. Draft Leadership Group agenda: 9 March 2021

Management Team noted the proposed agenda for the meeting of the Leadership Group on 10 March 2021.

9. Any other business

There was no other business for discussion.

10. Date of next meeting

The next meeting of Management Team will take place on 9 March 2021.