

# Minutes

## Management Team

Tuesday 9 March 2021, 10.30am

TEAMS Meeting

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### 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  
Tracey Bray, Senior Business Partner, Operational Development  
Mark Taylor, Audit Director, Audit Services  
Fiona Diggle, Audit Manager, Performance Audit and Best Value  
Antony Clark, Audit Director, Performance Audit and Best Value  
Stuart Dennis, Corporate Finance Manager  
Martin Walker, Associate Director, Corporate Performance and Risk  
Simon Ebbett, Communications Manager  
Gayle Fitzpatrick, Corporate Finance Manager

## 1. Minutes of meeting 2 March 2021

The draft minutes dated 2 March 2021 were considered and Management Team agreed that these were an accurate record of the meeting, subject to minor amendment. Fraser McKinlay provided an update in relation to the Strategic Improvement Programme advising of a meeting scheduled with the Accounts Commission on Wednesday 10 March to discuss further engagement and updates on this key project.

### Confidential minutes of meeting on 2 March 2021

The draft confidential minutes dated 2 March 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.

### Best Companies results

*Tracey Bray, Senior Business Partner, Operational Development joined the meeting.*

Tracey Bray introduced the Best Companies results report, copies of which had been previously circulated.

Management Team were invited to consider this report and the accompanying data before engaging in a discussion about the conclusions which can be drawn from the exceptionally positive feedback and participation from colleagues across Audit Scotland, consider the high-level messages for use in forthcoming communications with colleagues, and the proposed next steps.

During detailed discussion, Management Team welcomed the results from this year's survey with Audit Scotland achieving the rating of being a one star organisation. Management Team expressed their appreciation to colleagues for their ongoing engagement, commitment and achievement particularly in light of what has been an exceptionally challenging year.

Following discussion, Management Team considered and agreed next steps in terms of communication with colleagues, reporting to the Audit Scotland Board, Leadership Group, business groups and engagement with the PCS Chair.

Following discussion, Management Team welcomed the report.

*David Blattman and Tracey Bray left the meeting.*

### **3. Financial devolution and constitutional change Board update**

*Mark Taylor, Audit Director, Audit Services and Fiona Diggle, Audit Manager, Performance Audit and Best Value, joined the meeting.*

Mark Taylor introduced the Financial devolution and constitutional change Board update report, copies of which were previously circulated.

Management Team were invited to consider and comment on the update report to the Board which provided an update in relation to New Financial Powers, potential impact of the Scottish Budget and continued uncertainty around the impact of the withdrawal from the EU.

During detailed discussion, Management Team considered the report and agreed its submission to the Board subject to the inclusion of a summary on the position with EAFA audit and noted a verbal update would be provided to the Board on the Scottish Budget following the forthcoming announcement.

Management Team agreed they would welcome further consideration of any implications for Audit Scotland's budget and reporting as part of the more detailed review scheduled in light of the proposal to mainstream the programme of work into the cluster groups.

Following discussion, Management Team welcomed the report, agreed it would be helpful to communicate this internally and externally and proposed a series of drop-in sessions for colleagues.

*Fraser McKinlay and Fiona Diggle left the meeting.*

### **4. Covid-19: Following the pandemic pound strategy**

*Antony Clark, Audit Director, Performance Audit and Best Value joined the meeting.*

Antony Clark introduced the Covid-19: Following the pandemic pound strategy report, copies of which had been previously circulated.

Antony invited Management Team to consider the overall approach for the strategy and proposed future communication which had been developed with a range of colleagues.

During detailed discussion, Management Team welcomed the direction of travel and agreed they would welcome the inclusion of specific outputs, considered the resources required and links to other reporting on Covid-19, and the implications for budget and implications for additional fees.

Antony provided assurance that a proposed timeline for outputs will be developed to ensure our ability to independently measure, monitor and report on progress, advised discussions around resource was ongoing and consideration of engagement and communication is also underway.

Following discussion, Management Team welcomed the overall strategy, framework for reporting, coordination of resources and budget.

*Mark Taylor and Antony Clark left the meeting.*

## 5. Operational budget 2020/21

*Stuart Dennis, Corporate Finance Manager, joined the meeting.*

Stuart Dennis introduced the Operational budget 2020/21 report, copies of which had been previously circulated.

Stuart invited Management Team to consider and approve the 2021/22 operational budget for Audit Scotland which was based on the Budget submission which had been recommended by the Scottish Commission for Public Audit.

During discussion, Management Team noted the Scottish Government may announce amendments to the public sector pay guidance, subject to which they agreed the report be submitted to the Board.

Following discussion, Management Team approved Audit Scotland's 2021/22 operational budget.

*Stuart Dennis, left the meeting.*

## 6. Covid-19 update

*Martin Walker, Associate Director, Corporate Performance and Risk and Simon Ebbett, Communications Manager joined the meeting.*

Martin Walker introduced the Covid-19 update report to the Board, copies of which were previously circulated.

Martin invited Management Team to consider and comments on the report prior to its submission to the Board for consideration at its meeting on 24 March 2021.

During discussion, Management Team noted the actions taken to date in response to the Covid-19 pandemic, ongoing actions and next steps and subject to any further updates agreed it be submitted to the Board.

Martin provided an update on the latest reported numbers which continue to reduce and highlighted announcements from the first Minister this week which were anticipated to provide more detail around easing of restrictions and Scotland's proposed route map.

Following discussion, Management Team welcomed the update.

*Martin Walker, Simon Ebbett and David Blattman left the meeting.*

## 7. Data protection policy

*Gayle Fitzpatrick, Corporate Finance Manager, joined the meeting.*

Gayle Fitzpatrick introduced the Date protection policy report, copies of which had been previously circulated.

Gayle invited Management Team to consider and approve the submission of the revised Data protection policy for the approval of Board at its meeting on 24 March 2021.

Management Team considered the proposed minor amendments to the policy and following discussion recommended the policy for approval by the Board.

*Gayle Fitzpatrick left the meeting.*

## 8. Draft Management Team agenda: 16 March 2021

Management Team noted the proposed agenda for the meeting of Management Team on 16 March 2021.

**9. Draft Audit Partners agenda discussion: 29 March 2021**

Management Team discussed the proposed agenda for the meeting of the Audit Partners meeting scheduled for 29 March 2021 and agreed this would include an update on the Covid-19: Following the pandemic pound and subject to availability an update on the procurement timetable.

**10. Any other business**

There was no other business for discussion.

**11. Date of next meeting**

The next meeting of Management Team will take place on 16 March 2021.