

Minutes

Management Team

Tuesday 16 March 2021, 10.30am

TEAMS Meeting

Present:

Fiona Kordiak (Chair)
Stephen Boyle
Antony Clark
Fraser McKinlay
Joy Webber (Minutes)

Apologies:

Diane McGiffen

In attendance:

Derek Hoy, Audit Manager, Performance Audit and Best Value
Simon Ebbett, Communications Manager
Stuart Dennis, Corporate Finance Manager
Martin Walker, Associate Director, Corporate Performance and Risk
Gayle Fitzpatrick, Corporate Governance Manager

1. Minutes of meeting 9 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.

Confidential minutes of meeting on 9 March 2021

The draft confidential minutes dated 9 March 2021 were considered and Management Team agreed that these were an accurate record of the meeting. Management Team noted a further discussion on the recruitment campaign for an Audit Director was scheduled for the meeting on 23 March 2021.

2. Scottish Government Climate Change Plan: Draft public engagement strategy consultation response

Derek Hoy, Audit Manager, Performance Audit and Best Value, joined the meeting.

Derek Hoy introduced the Scottish Government Climate Change Plan: Draft public engagement strategy consultation response report, copies of which had been previously circulated.

Derek invited Management Team to consider and approve the draft response.

During detailed discussion, Management Team noted the proposed response and next steps.

Following discussion, Management Team agreed they were supportive of the response subject to the inclusion of additional wording to reflect the need for more detail about how the proposed strategy will be achieved and resource implications.

Derek Hoy left the meeting.

3. 2020/21 Annual report

Simon Ebbett, Communications Manager, and Stuart Dennis, Corporate Finance Manager, joined the meeting.

Simon Ebbett introduced the 2020/21 Annual report report, copies of which had been previously circulated.

Simon invited Management Team to approve the suggested themes and note the key dates set out in the report.

During discussion, Management Team considered the inclusion of a case study, noted there were no material changes in FREM reporting requirements and discussed the key themes proposed for Audit Scotland's 2020/21 annual report.

Following discussion, Management Team welcomed the report and agreed the inclusion of a case study to capture the resilience and sense of community throughout the year as the organisation responded to the pandemic, including the approach to audit response and delivery. In addition, Management Team noted additional information would be provided in relation to Audit Scotland's financial position and additional funding, with expansion of the section relating to health and wellbeing.

Stuart Dennis left the meeting.

4. Covid-19 verbal update

Martin Walker, Associate Director, Corporate Performance and Risk, joined the meeting.

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

During discussion, Management Team noted the overall numbers of reported new cases had reduced during the last week while the rollout of the vaccination programme continues.

Management Team noted the First Minister's statement was anticipated this afternoon on the reintroduction of a tier system together with the criteria applying to each level and the World Health Organisation meets today to discuss the Astra Zeneca vaccine.

Turning to the IMT meeting on Thursday, Management Team agreed the communication will reflect on the announcements and would also encourage colleagues to take regular time off to rest and recharge.

Following discussion, Management Team welcomed the update.

Simon Ebbett and David Blattman left the meeting.

5. Corporate Governance review of Board arrangements

Gayle Fitzpatrick, Corporate Governance Manager, joined the meeting.

Gayle Fitzpatrick introduced the Corporate Governance review of Board arrangements report, copies of which had been previously circulated.

Gayle invited Management Team to note the findings of the review and to approve submission of the review to the Board at its meeting on 24 March 2021.

During discussion, Management Team welcomed the key areas of focus identified through engagement with the Board members, recognising the impact of the pandemic for new members joining the Board in terms of developing relationships, welcomed the revised style of the Board minutes and the Board's focus on Audit Scotland's future strategy. Management Team noted the developments underway to ensure continued openness and transparency of the Board as Audit Scotland moves to a hybrid working environment.

Following discussion, Management Team welcomed the report and approved its submission of the review to the Board.

Gayle Fitzpatrick and Martin Walker left the meeting.

6. Draft Management Team agenda: 23 March 2021

Management Team noted the proposed agenda for the meeting of Management Team on 23 March 2021.

7. Any other business

There was no other business for discussion.

8. Date of next meeting

The next meeting of Management Team will take place on 23 March 2021.