

Minutes

Management Team

Tuesday 30 March 2021, 10.15am

TEAMS Meeting

Present:

Diane McGiffen (Chair)
Stephen Boyle
Antony Clark
Fiona Kordiak
Fraser McKinlay
Lorna McEwan (Minutes)

Apologies:

There were no apologies.

In attendance:

David Blattman, HR&OD Manager
Angela Canning, Audit Director, Performance Audit and Best Value
Mark Taylor, Audit Director, Audit Services
Susan Burgess, Assistant Human Resources Manager
Carolyn McLeod, Audit Director, Performance Audit and Best Value
Claire Richards, Senior Auditor, Performance Audit and Best Value
Erin McGinley, Correspondence Officer, Performance Audit and Best Value
John Gilchrist, Manager, Audit Quality and Appointments
Graeme Greenhill, Senior Manager, Performance Audit and Best Value
Ian Metcalfe, Corporate Performance Officer
Agata Maslowska, Auditor, Performance Audit and Best Value
Martin Walker, Associate Director, Corporate Performance and Risk
Simon Ebbett, Communications Manager

1. Minutes of meeting 23 March 2021

The draft minutes dated 23 March 2021 were considered and Management Team agreed that these were an accurate record of the meeting.

2. Confidential minutes of meeting 23 March 2021

The draft confidential minutes dated 23 March 2021 were considered and Management Team agreed that these were an accurate record of the meeting.

3. Confidential item

This item forms part of a separate confidential minute.

4. People Strategy 2021-23

David Blattman, HR&OD Manager, Angela Canning, Audit Director, Performance Audit and Best Value, Mark Taylor, Audit Director, Audit Services, and Susan Burgess, Assistant Human Resources Manager, joined the meeting.

David Blattman introduced the People Strategy 2021-23 report, copies of which had been previously circulated.

David invited Management Team to consider and approve the People Strategy.

During discussion, Management Team noted that the development of strategy was progressing well and agreed this would be considered further at the meeting of Management Team on 27 April 2021.

Stephen agreed to email suggested refinements to David outwith the meeting and David requested that a short discussion with individual members of Management Team be scheduled prior to 27 April to gather specific thoughts.

Management Team welcomed the progress made on the Strategy.

Angela Canning, Mark Taylor and Susan Burgess left the meeting.

5. Equalities outcomes report

Carolyn McLeod, Audit Director, Performance Audit and Best Value, Claire Richards, Senior Auditor, Performance Audit and Best Value, Erin McGinley, Correspondence Officer, Performance Audit and Best Value, and Joanna Mansell, Communications Adviser, Corporate Services, joined the meeting.

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

Carolyn invited Management Team to approve the updated Equality Outcomes report for the period 2021-2025.

During discussion, Management Team noted the recommendation made by the First Minister's National Advisory Council on Women and Girls in their recent report in respect of the Scottish Government Local Government and Public Bodies. Management Team agreed that Audit Scotland and the Accounts Commission's follow on recommendation is to consider producing a set of scrutiny principles to support this methodology/approach for public bodies would be reflected in the appendix to the report.

Carolyn informed Management Team that following an email from our Communications colleagues this morning, our *external* promotion activity would take place *after* the election.

Management Team welcomed the report and following discussion approved the Equality Outcomes 2021-2025 report.

David Blattman, Carolyn McLeod, Claire Richards, Joanna Mansell and Erin McGinley left the meeting.

6. Audit appointments to Ferguson Marine (Port Glasgow) and Scottish National Investment Bank 2020/21

John Gilchrist, Manager, Audit Quality and Appointments, joined the meeting.

John Gilchrist introduced the Audit appointments to Ferguson Marine (Port Glasgow) and Scottish National Investment Bank 2020/21 report, copies of which had been previously circulated.

John invited Management Team to consider and comment on Audit Quality and Appointments' proposals for the appointments to Ferguson Marine (Port Glasgow), Scottish National Investment Bank, and Royal Botanic Gardens Edinburgh as set out in the report.

During discussion, Management Team noted that approach by the firms to taking on audits had changed and therefore our current approach would need careful consideration and refinement. The proposal to move to a 2-stage process was noted.

Following a question from Fiona, John confirmed that there had been no instrument laid for Scottish Futures Trust and would therefore have no 2019/20 audits under the AGS's remit.

A discussion followed on the process of fee setting for new audit appointments and Management Team noted that initial fees set previously for IJBs may not have been adequate.

Following discussion, Management Team agreed to consider fees at the proposal stage and approved the proposal of the appointments as set out in the report to the Auditor General for Scotland.

John Gilchrist left the meeting.

7. Environment, Sustainability and Biodiversity Plan 2020/21 to 2024/25

Graeme Greenhill, Senior Manager, Performance Audit and Best Value, Ian Metcalfe, Corporate Performance Officer, and Agata Maslowska, Auditor, Performance Audit and Best Value, joined the meeting.

Graeme Greenhill introduced the Environment, Sustainability and Biodiversity Plan 2020/21 to 2024/25 report, copies of which had been previously circulated.

Graeme invited Management Team to consider and approve the Environment, Sustainability and Biodiversity Plan 2020/21 to 2024/25 and to comment on future areas of focus in relation to environmental issues.

During discussion, Management Team reflected on the ambition of the plan and the impact on the wider organisation. Management Team agreed it would be reasonable to invest in additional resources for the Green Future Team.

Following discussion, Management Team agreed a communication and engagement plan be developed and approved the Environment, Sustainability and Biodiversity Plan 2020/21 to 2024/25.

Graeme Greenhill, Ian Metcalfe, and Agata Maslowska left the meeting.

8. Covid-19 verbal update

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

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

During discussion, Management Team noted the increase in numbers of those receiving second vaccinations. Management Team further noted that a briefing from the First Minister would take place later today and agreed that the focus of the next IMT discussion on 1 April 2021 would be on how restrictions in Scotland differ from the rest of the UK.

Following discussion, Management Team welcomed the update.

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

9. Draft Management Team agenda: 13 April 2021

Management Team noted the proposed agenda for the meeting of Management Team on 13 April 2021 and agreed that item 8, Draft Accounts Commission Committee agendas 29 April 2021, would be removed as the meetings would not now be taking place.

10. Draft Leadership Group agenda: 26 April 2021

Management Team agreed that the agenda for the meeting of Leadership Group on 26 April 2021 would focus primarily on the People Strategy and future ways of working.

11. Draft Accounts Commission agenda: 15 April 2021

Management Team noted the proposed agenda for the meeting of the Accounts Commission on 15 April 2021.

12. Draft Accounts Commission Strategy Seminar agenda: 20/21 April 2021

Management Team noted the arrangements for the Strategy Seminar held by the Accounts Commission on 20 and 21 April 2021.

13. Any other business

There was no other business for discussion.

14. Date of next meeting

The next meeting of Management Team will take place on 13 April 2021.