

Minutes

Management Team

Tuesday 13 April 2021, 10.00am

TEAMS Meeting

Present:

Diane McGiffen (Chair)
Antony Clark
Fiona Kordiak
Joy Webber (Minutes)

Apologies:

Stephen Boyle
Fraser McKinlay

In attendance:

Simon Ebbett, Communications Manager
Gillian Woolman, Audit Director, Audit Services
Carolyn McLeod, Audit Director, Performance Audit and Best Value
Carole Grant, Audit Director, Audit Services
Martin Walker, Associate Director, Corporate Performance and Risk
Gayle Fitzpatrick, Corporate Governance Manager

1. Minutes of meeting 30 March 2021

The draft minutes dated 30 March 2021 were considered and Management Team agreed that these were an accurate record of the meeting, subject to amendment.

2. Confidential minutes of meeting 30 March 2021

The draft confidential minutes dated 30 March 2021 were considered and Management Team agreed that these were an accurate record of the meeting.

3. Communications digest

Simon Ebbett, Communications Manager, Gillian Woolman, Audit Director, Audit Services, Carolyn McLeod, Audit Director, Performance Audit and Best Value, and Carole Grant, Audit Director, Audit Services, joined the meeting.

Simon Ebbett introduced the Communications digest, copies of which had been previously circulated.

Simon invited Management Team to consider the key issues reported and recurring themes highlighted.

During discussion, Management Team agreed that further engagement was required on the current approach and timing of responses on key issues, noted the proposed response to the Brydon/Kingsman/CMA consultation and welcomed the update on internal communications.

Following discussion, Management Team welcomed the report.

4. Hotlist of audit issues and Statutory report log

Gillian Woolman introduced the Hotlist of audit issues and Statutory report log, copies of which had been previously circulated.

Gillian invited Management Team to agree any actions required in response to the issues identified and the material presented.

During discussion, Management Team noted the complexities and strain on public services and finances and Management Team agreed further additional opportunities to comment on developing areas should be considered.

Following discussion, Management Team welcomed the report and discussion.

Gillian Woolman, Carolyn McLeod and Carole Grant left the meeting.

5. 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 including the easing of travel restrictions in Scotland and the continued rollout of vaccinations.

Following discussion, Management Team welcomed the update.

Martin Walker and Simon Ebbett left the meeting.

6. Data Processor Agreements

Gayle Fitzpatrick, Corporate Governance Manager, joined the meeting.

Martin Walker introduced the Data Processor Agreements report, copies of which had been previously circulated.

Martin invited Management Team to consider the current uncapped indemnity within the Data Processor Agreement (DPA) and agree that it be capped at £5,000,000.

During discussion, Management Team considered the impact of amending the terms and conditions and sought clarification on how this affected the forthcoming audit procurement, Audit Scotland's liability coverage and the scale of risk.

Following discussion, Management Team noted the risk assessment is relatively low and agreed in principle for the uncapped indemnity be revised to a capped level of £5,000,000 subject to the further clarification sought.

Gayle Fitzpatrick left the meeting.

7. Draft Management Team agenda: 20 April 2021

Management Team noted the proposed agenda for the meeting on 20 April 2021.

8. Any other business

There was no other business for discussion.

9. Date of next meeting

The next meeting of Management Team will take place on 20 April 2021.