

**THE FIFE COUNCIL - STANDARDS, AUDIT AND RISK COMMITTEE – REMOTE MEETING**

**31st October, 2022**

**10.00 a.m. – 11.55 a.m.**

**PRESENT:** Councillors Dave Dempsey (Convener); Tom Adams, Lesley Backhouse, John Beare, Dave Dempsey, Gary Holt, Sarah Neal, Gordon Pryde and Ann Verner.

**ATTENDING:** Elaine Muir, Head of Finance; Pamela Redpath, Service Manager - Audit and Risk Management Services, Carolyn Ward, Audit Team Leader, Audit and Risk Management Services; Pam Ewen, Head of Planning, Economy Planning and Employability Services; Ross Spalding, Service Manager, Climate Change and Partnerships; Diarmuid Cotter, Head of Customer and Online Services; Laura McDonald, Customer Experience Lead Officer and David Thomson, Customer Experience Lead Officer, Customer Service Development; Lindsay Thomson, Head of Legal and Democratic Services and Wendy MacGregor, Committee Officer, Legal and Democratic Services.

**ALSO IN ATTENDANCE:** Patricia Fraser, Senior Audit Manager, Audit Scotland.

**APOLOGIES FOR ABSENCE:** Councillors Al Clark and Graeme Downie.

**9. DECLARATIONS OF INTEREST**

No declarations of interest were submitted in terms of Standing Order No. 7.1.

**10. MINUTE**

The Committee considered the minute of the meeting of the Standards, Audit and Risk Committee of 30th June, 2022.

**Decision**

The Committee agreed to approve the minute.

**11. INFORMATION REQUESTS ANNUAL REPORT**

The Committee considered a report by the Head of Customer and Online Services, Communities, detailing requests for information received in terms of the Freedom of Information (Scotland) Act 2002 (FOISA): the Environmental Information (Scotland) Regulations 2004 (EIR) and the GDPR/Data Protection Act 2018 (DPA).

**Decision/**

**Decision**

The Committee:-

- (1) acknowledged the workload arising from managing information requests; and
- (2) noted the performance information detailed in the report.

**12. COMPLAINTS UPDATE**

The Committee considered a report by the Executive Director – Communities, updating members on complaints closed between 1st April, 2021 and 31st March, 2022.

**Decision**

The Committee noted the information provided on complaints received, complaints responded to in target timescales and the proportionality of Service complaints.

**13. 2022/23 ISSUED AUDIT REPORTS**

The Committee considered a report by the Service Manager, Audit and Risk Management Services summarising findings from the Internal Audit Reports finalised since the last meeting of the Committee. Areas of concern were highlighted and, where applicable, instances where Services were not taking appropriate action.

**Decision**

The Committee noted the contents of the report and the summary of findings detailed in Appendix 1 to the report.

**14. INTERNAL AUDIT PLAN - PROGRESS REPORT**

The Committee considered a report by the Service Manager, Audit and Risk Management Services updating members on the progress towards delivering the 2021/22 and 2022/23 Internal Audit Plans.

**Decision**

The Committee noted the update on progress made toward delivering the 2021/22 and 2022/23 Internal Audit Plans as detailed in Appendix A and Appendix B to the report.

**15. NATIONAL FRAUD INITIATIVE (NFI) IN SCOTLAND 2022**

The Committee considered a report by the Service Manager, Audit and Risk Management Services, providing Audit Scotland's national report on the 2020/21 NFI exercise and an update on local planning and preparations for the 2022/23 NFI exercise.

**Decision/**

**Decision**

The Committee:-

- (1) noted Audit Scotland's national report and the outcomes from the 2020/21 National Fraud Initiative (NFI) exercise, published in August 2022, detailed in Appendix A to the report;
- (2) noted progress made toward planning and preparation for the 2022/23 NFI exercise; and
- (3) reviewed the completed NFI Self-Appraisal Checklist, for those charged with governance, detailed in Appendix B to the report.

**16. NATIONAL FRAUD INITIATIVE - SCOTTISH NATIONAL ENTITLEMENT CARDS, PILOT EVALUATION**

The Committee considered a report by the Service Manager, Audit and Risk Management Services providing a report from Audit Scotland entitled National Fraud Initiative – Scottish National Entitlement Cards Pilot Evaluation. Fife Council voluntarily and exclusively participated in the data matching pilot to which the report relates.

**Decision**

The Committee noted the contents of the report.

**17. FRAUD AND IRREGULARITY 2021/22**

The Committee considered a report by the Service Manager, Audit and Risk Management Services providing a summary of the Fraud and Irregularity 2021/22 national briefing compiled by Audit Scotland for public bodies and auditors.

**Decision**

The Committee noted the contents of the report and the key messages from the Audit Scotland briefing.

The Committee adjourned at 11.35 a.m

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The Committee reconvened at 11.45 a.m.

**18. FIFE INTEGRATION JOINT BOARD (IJB) 2021/22 ANNUAL INTERNAL AUDIT REPORT**

The Committee considered a report by the Service Manager, Audit and Risk Management Services, presenting the Fife Integration Joint Board (IJB) 2021/22 Annual Internal Audit Report.

**Decision/**

**Decision**

The Committee noted the Fife Integration Joint Board (IJB) 2021/22 Annual Internal Audit Report detailed in Appendix 1 to the report.

**19. STANDARDS, AUDIT AND RISK COMMITTEE FORWARD WORK PROGRAMME**

The Committee considered the Standards, Audit and Risk Committee Forward Work Programme.

**Decision**

The Committee noted the contents of the Standards, Audit and Risk Forward Work Programme, which would be updated accordingly.

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