

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

**Committee Room 2, Floor 5, Fife House, North Street, Glenrothes**

**22 August 2024**

**10.00 am – 11.40 am**

**PRESENT:** Councillors Dave Dempsey (Convener), Tom Adams, Lesley Backhouse, John Beare, Al Clark, Lynn Mowatt (substituting for Councillor Sarah Neal), Gordon Pryde and Ann Verner.

**ATTENDING:** Eileen Rowand, Executive Director Finance and Corporate Services, Elaine Muir, Head of Finance, Pamela Redpath, Service Manager - Audit and Risk Management Services, Laura McDonald, Information Compliance Manager and David Thomson, Customer Experience Lead Officer, Customer and Online Services; Helena Couperwhite, Manager - Committee Services, Wendy MacGregor, Committee Officer, Committee Services and Fiona Smyth, Data Protection Officer, Legal and Democratic Services.

**APOLOGIES FOR ABSENCE:** Councillors Aude Boubaker-Calder and Sarah Neal.

**106. DECLARATIONS OF INTEREST**

No declarations of interest were submitted in terms of Standing Order No. 22.

**107. MINUTE**

The committee considered the minute of the meeting of the Standards, Audit and Risk Committee on 28 June 2024.

**Decision**

The committee agreed to approve the minute.

**108. COMPLAINTS UPDATE**

The committee considered a report by the Executive Director - Communities, providing an update on complaints closed between 1 April 2023 and 31 March 2024 (performance and information).

**Decision**

The committee:-

- (1) noted the report detailing complaints received and the complaints responded to in target timescales and the proportionality of Service complaints; and
- (2) requested a briefing note for members on the process for monitoring and responding to complaints submitted on the Council's social media sites.

*Councillor Lesley Backhouse joined the meeting during consideration of the above item.*

**109. INFORMATION REQUESTS ANNUAL REPORT 2023-24**

The committee considered a report by the Head of Customer and Online Services providing the annual report 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**

The committee:-

- (1) noted the workload arising from managing information requests;
- (2) noted the performance detailed in the report; and
- (3) in relation to the review of the Elected Members Enquiries Procedure for Fife Council Staff detailed at Appendix 1 to the report, requested a briefing note on the review process, timescales for completion of the review and route for approval in terms of Governance.

**110. DATA PROTECTION OFFICER ANNUAL REPORT**

The committee considered a report by the Data Protection Officer, for the period 1 April 2023 – 31 March 2024, highlighting key Data Protection performance statistics for Fife Council, providing an overview of major developments in relation to data protection law and practice and summarising Fife Council's data protection priorities for the next three years.

**Decision**

The committee:-

- (1) noted the 2023/24 performance detailed in the report;
- (2) noted the overview of major developments in relation to data protection law and practice and the approach planned to meet these within Fife Council;
- (3) noted the data protection priorities outlined for Fife Council for 2024 – 2027; and
- (4) agreed that workshops would be held at all Area Committee meetings for elected members, to raise awareness of data protection considerations when undertaking constituency work and participating in Council and Committee meetings.

*Councillor Lynn Mowatt joined the meeting during consideration of the above item.*

**111. REGULATION OF INVESTIGATORY POWERS SCOTLAND (RIPSA) ACT 2000**

The committee considered a verbal update by the Data Protection Officer on the exercise of regulatory powers in compliance with the Regulation of Investigatory Powers (Scotland) (RIPSA) Act 2000. During the period 1 April 2023 to 31 March 2024, one incident had been recorded, where the Council had to request the use of surveillance in terms of RIPSA powers.

**Decision**

The committee noted the verbal update.

**112. STANDARDS, AUDIT AND RISK COMMITTEE WORK PLAN**

The committee considered a report by the Executive Director, Finance and Corporate Services for the committee's consideration of the workplan for future meetings of the committee.

**Decision**

The committee noted:-

- (1) the contents of the report and workplan; and
- (2) that the meeting scheduled for 30 October 2024, would be cancelled if the Fife Council and Charitable Trusts Annual Accounts were submitted to the meeting on 30 September 2024.