

The City of Edinburgh Council

10am, Thursday, 19 December 2024

Appointment to the SEStran Performance and Audit Committee

Executive/routine	Appointments
Wards	All

1. Recommendations

- 1.1 To approve the nomination of one elected member from among those listed in paragraph 4.1 to be appointed to the SEStrans Performance and Audit Committee.
- 1.2 To note that the nomination requires to be formally approved by the SEStrans Partnership Board.

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Report

Appointment to the SEStran Performance and Audit Committee

2. Executive Summary

- 2.1 The purpose of this report is to seek approval from the Council for the nomination of one elected member, from among those currently appointed to the SEStran Partnership Board, to the SEStran Performance and Audit Committee, whilst acknowledging that formal approval for the appointment is required from the SEStran Partnership Board.

3. Background

- 3.1 The South East of Scotland Transport Partnership (SEStran) is the statutory regional transport partnership for the southeast of Scotland and comprises membership by eight local authorities: City of Edinburgh Council, Clackmannanshire Council, East Lothian Council, Falkirk Council, Fife Council, Midlothian Council, Scottish Borders Council and West Lothian Council.
- 3.2 Regional Transport Partnerships are independent bodies corporate defined in the Transport (Scotland) Act 2005.
- 3.3 The City of Edinburgh Council appoints five elected members to the Partnership Board. The Board in turn appoints members to its Performance and Audit Committee following nominations received from constituent authorities.

4. Main report

- 4.1 There are currently five elected members appointed to the Partnership Board by the Council. They are:-
- Councillor Aston
 - Councillor Jenkinson
 - Councillor Dijkstra-Downie (who is also a Deputy Chair of the Board)

Councillor O'Neill

Councillor Whyte

- 4.2 Following the resignation from the Council of former councillor Scott Arthur, who had previously sat on the Performance and Audit Committee, the Council is currently unrepresented on that committee.
- 4.3 To facilitate the Partnership Board being able to appoint a City of Edinburgh Council elected member to the committee it first needs to receive a formal nomination.

5. Next Steps

- 5.1 If the Council approves one elected member from amongst those appointed to the Partnership Board to be nominated to sit on the Performance and Audit Committee, a formal nomination will be submitted to the Partnership Board for its consideration at its next meeting, which is scheduled for 14 March 2025.
- 5.2 Upon nomination, and subsequent appointment, the first meeting of the Performance and Audit Committee which the appointee is eligible to attend shall be 28 February 2025.

6. Financial impact

- 6.1 There is no financial impact.

7. Equality and Poverty Impact

- 7.1 There are no equality and poverty impacts.

8. Climate and Nature Emergency Implications

- 8.1 There are no climate and nature emergency implications.

9. Risk, policy, compliance, governance and community impact

- 9.1 If the Council remains unrepresented on the SEStran Performance and Audit Committee, it risks having limited opportunity to monitor, scrutinise and, ultimately, influence key areas of the work of SEStran.

10. Background reading/external references

10.1 None

11. Appendices

Appendix 1 – Terms of Reference of the SEStran Performance and Audit Committee

Terms of Reference for the SEStran Performance and Audit Committee

The Terms of Reference and functions of the Performance and Audit Committee are to deal with the following matters:-

1. SCRUTINY

- 1.1. To scrutinise any matter relating to the Partnership having regard to the Partnership's responsibility for Best Value and continuous improvement.

2. STAFFING

- 2.1. To take decisions on all staffing matters which are not otherwise delegated to the Partnership Director, including performance appraisal and remuneration matters related to the Partnership Director, and changes to terms and conditions.
- 2.2. To consider and determine, with powers, appeals submitted by any employee who is entitled to appeal to the Partnership under any statutory provision, contract of employment, condition of service or any partnership policy or procedure on employment.
- 2.3. To act as the Disputes Committee of the Partnership in determining, with powers, the Partnership's position on any matter which is the subject for the formal dispute (except in so far as the decision has already been taken by the Partnership).

3. STANDARDS

- 3.1. Promoting and maintaining high standards of conduct by members
- 3.2. Assisting members and co-opted members to observe the Member's Code of Conduct and any Partnership Code of Conduct or protocol.
- 3.3. Advising the Partnership on the adoption or revision of any Code of Conduct for members including training or arranging for training to be provided.
- 3.4. Considering any report by the Standards Commission for Scotland and any Hearing held under the Ethical Standards in Public Life etc. (Scotland) Act.
- 3.5. Considering all matters concerning the establishment, maintenance and public availability of a register of interests that have been declared by members or

employees of the Partnership including guidance for the assistance of members and employees on the registration of interests, gifts and hospitality.

- 3.6. Considering and updating where appropriate the Partnership's Code of Conduct for employees.
- 3.7. Considering any protocol to guide members and officers in their relations with one another.
- 3.8. Considering guidelines on the standards of conduct required of agents and contractors acting for and on behalf of the Partnership.
- 3.9. Considering the Partnership's Customer Care and Complaints policies.
- 3.10. Considering all reports made by external bodies with a regulatory function in respect of the Partnership.

4. AUDIT

- 4.1. Reviewing with management the adequacy of the following matters:-
 - 4.1.1. internal control systems;
 - 4.1.2. policies and practices to ensure compliance with relevant statutes, directions, guidance and policies;
 - 4.1.3. financial information presented to the Partnership;
 - 4.1.4. risk assessment arrangements and procedures.
- 4.2. Reviewing with management the Partnership's financial statements, management letters or reports in compliance with Codes of Corporate Governance.
- 4.3. Ensuring that the internal audit function is properly resourced and has appropriate standing within the Partnership.
- 4.4. Reviewing the activities of the internal audit function, including its annual work programme, co-ordination with the external auditors, the reports setting out the investigations and the responses of management to specific recommendations.
- 4.5. Scrutinising and investigating any particular matter which the Committee consider requires further examination.

Membership

The Committee shall comprise 8 councillor members, one from each authority; and 4 non-councillor members, chosen (in the event of disagreement) by the Partnership. Each councillor member shall be entitled to nominate a substitute from their own authority. The Chair of the Partnership shall be entitled to substitute for any member of the committee.