

Minutes

Meeting: Audit Committee

Date: 3 October 2013

Time: 12.30 pm

Venue: Rooms 3.15 and 3.16, Musselburgh Office

Present: Mike Cairns, Convener
Ian Doig
Cecil Meikeljohn
David Wiseman

In Attendance: Annette Bruton, Chief Executive
Gordon Weir, Director of Corporate Services
David McConnell, Audit Scotland
Anne Forsyth, Executive Assistant

Apologies: Paul Edie, Chair
Theresa Allison, Board Member
Morag Brown, Board Member
Sally Witcher, Board Member
Kenny Dick, Head of Finance and Corporate Governance
Pamela Hill, Secretary

Item	Action
1.0 APOLOGIES FOR ABSENCE	
	Apologies for absence, as listed above, were noted.
2.0 DECLARATION OF INTEREST	
	There were no declarations of interest.

3.0 REPORT TO THOSE CHARGED WITH GOVERNANCE ON THE 2012-13 AUDIT

David McConnell presented the report, which set out the matters arising from the audit of the financial statements for 2012-13 that require to be reported under ISA 260. It was noted that there were no issues that required to be brought to the Committee's attention regarding the appropriateness of accounting policies or accounting estimates and judgements, the timing of transactions, the existence of material unusual transactions or the potential effect on the financial statements of any uncertainties. It was noted that Audit Scotland were issuing an unqualified auditor's report.

The Committee:

- Noted and thanked Audit Scotland for their easy to read and helpful reports, which would now be ratified for the Board.

4.0 DRAFT ANNUAL REPORT AND ACCOUNTS 2012-13

The Director of Corporate Services presented the draft annual report and accounts 2012-13, which had previously been presented to members at a meeting of the Audit Committee on 27 August 2013.

The following points, in particular, were noted:

- Changes suggested by members at the meeting of the Audit Committee on 27 August 2013 had been implemented or recorded for inclusion in future years' reports.
- The reconciliation of the deficit shown on the Statement of Comprehensive Net Expenditure to the £82k surplus recognised for funding and budget monitoring purposes.
- That the section on equality and diversity would be expanded for future reports.

The Committee:

- Congratulated the whole team for the excellent financial performance and outturn.
- Recommended that the Annual Report and Accounts 2012-13 be submitted to the Board for approval.

5.0 DRAFT AUDIT COMMITTEE ANNUAL REPORT TO THE BOARD

The Convener presented the report to the Committee, which represented a summary of the work of the Audit Committee, gave the Committee's opinion on the assurance of the work provided and recommended that the Board approved the Annual Report and Accounts.

Version: 2.0	Status: <i>Approved: 18 November 2013</i>	Date: 6 December 2013
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The Committee:

- Recommended that the Audit Committee Annual Report be submitted to the Board for approval.

6.0 AOCB

There was no other competent business.

7.0 DATE OF NEXT MEETING

The date of the next meeting was noted as 18 November 2013 at 1.30pm in Compass House, Dundee.

Signed:

Mike Cairns
Convener