

# CLYDE VALLEY LEARNING AND DEVELOPMENT JOINT COMMITTEE

Minutes of meeting held via Microsoft Teams on 11 December 2023

## **Convener:**

Councillor Lynsey Hamilton, South Lanarkshire Council

## **Councillors Present:**

Glasgow City Council:	Anne McTaggart
Inverclyde Council:	Francesca Brennan (Vice Convener)
North Lanarkshire Council:	Angela Campbell

## **Councillor's Apology:**

East Renfrewshire Council:	Andrew Anderson
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## **Attending:**

### **Clerk's Office**

Stuart McLeod, Administration Officer, South Lanarkshire Council

### **Treasurer's Office**

Aaron Irving, Finance Adviser; Blair Riddoch, Trainee Accountant, South Lanarkshire Council

## **Clyde Valley Learning and Development Project**

Gerry Farrell, Project Manager

## **Project Steering Group**

Alex Hughes, Inverclyde Council

Pauline McCafferty, North Lanarkshire Council

## **Also Attending:**

### **Audit Scotland**

Pauline Murray, Senior Audit Manager; Donna Rigby, Auditor

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## **1 Declaration of Interests**

No interests were declared.

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## **2 Minutes of Previous Meeting**

The minutes of the meeting of the Clyde Valley Learning and Development Joint Committee held on 26 June 2023 were submitted for approval as a correct record.

**The Joint Committee decided:** that the minutes be approved as a correct record.

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## **3 Revenue Budget Monitoring 2023/2024 – Clyde Valley Learning and Development Joint Committee**

A report dated 30 November 2023 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted comparing actual expenditure at 3 November 2023 against budgeted expenditure for the Clyde Valley Learning and Development Joint Committee's revenue budget.

**The Joint Committee decided:** that the breakeven position on the revenue budget, as detailed in Appendix A to the report, be noted.

*[Reference: Minutes of 26 June 2023 (Paragraph 4)]*

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#### **4 Audit Scotland – Clyde Valley Learning and Development Joint Committee – Audit of 2022/2023 Annual Accounts**

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A letter dated December 2023, together with the 2022/2023 Annual Audit Report (draft) for the Clyde Valley Learning and Development Joint Committee, dated November 2023, were submitted by the Joint Committee's external auditor, Audit Scotland.

The Auditor gave a verbal overview of the Annual Report to members for the year ended 31 March 2023, which included the following key messages:-

- ◆ the financial statements gave a true and fair view and were properly prepared in accordance with the financial reporting framework
- ◆ the key audit risks had been detailed in the Annual Audit Plan presented to the Joint Committee at its meeting held on 26 June 2023
- ◆ there were no significant matters to draw to the attention of the Joint Committee
- ◆ through the continued support from member councils, the Joint Committee's financial position was sustainable for the foreseeable future
- ◆ governance arrangements were effective in 2022/2023
- ◆ the Joint Committee's annual governance statement was consistent with the financial statements and complied with applicable guidance
- ◆ the Joint Committee had appropriate arrangements in place for securing Best Value

The accounts had received an unqualified and unmodified external auditor's report.

**The Joint Committee decided:** that Audit Scotland's 2022/2023 Annual Audit Report (draft) for the Clyde Valley Learning and Development Joint Committee be noted.

*[Reference: Minutes of 26 June 2023 (Paragraph 6)]*

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#### **5 Audited Annual Accounts 2022/2023**

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A report dated 30 November 2023 by the Treasurer to the Clyde Valley Learning and Development Joint Committee was submitted on the:-

- ◆ Joint Committee's Annual Accounts for 2022/2023 which had received a clean audit certificate with no audit actions identified from the external auditor, Audit Scotland
- ◆ requirement to approve the Annual Accounts for 2022/2023 for signing by the Convener and Treasurer

The Annual Accounts would be available on South Lanarkshire Council's website.

**The Joint Committee decided:**

- (1) that it be noted that the Annual Accounts for 2022/2023 had received a clean audit certificate with no audit actions identified; and

- (2) that the audited Annual Accounts for 2022/2023, attached as Appendix 1 to the report, be approved for signing by the Convener and Treasurer.

*[Reference: Minutes of 26 June 2023 (Paragraph 7)]*

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## **6 Review of Procedural Arrangements**

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A report dated 29 November 2023 by the Clerk was submitted on the review of the Joint Committee's procedural arrangements.

At its inaugural meeting held on 16 October 2007, the Joint Committee had approved its procedural arrangements which included:-

- ◆ Standing Orders on Procedures
- ◆ Terms of Reference
- ◆ Scheme of Delegation

In addition to the above documents, the Standing Orders on Contracts and the Financial Regulations of South Lanarkshire Council, as lead authority, had been adopted by the Joint Committee. The Standing Orders on Contracts and the Financial Regulations were reviewed and approved by South Lanarkshire Council on a regular basis.

At its meeting held on 9 December 2019, the Joint Committee had agreed amendments to the Standing Orders on Procedures to reflect changes to the Minute of Agreement for the Clyde Valley Learning and Development Project which had been agreed by the Joint Committee at its meeting held on 10 June 2019.

A review of the procedural arrangements had been undertaken by officers and revised Standing Orders on Procedures of the Clyde Valley Learning and Development Joint Committee, attached as Appendix 1 to the report, were presented to the Joint Committee for its consideration.

The amendments made to the Joint Committee's Standing Orders on Procedures were in line with changes that had been made to South Lanarkshire Council's Standing Orders on Procedures which, in the main, had been made to reflect legislative requirements and operational arrangements. In addition, the Joint Committee's Standing Orders on Procedures had been amended to reflect the current full member councils of the Clyde Valley Learning and Development Project (East Renfrewshire, Glasgow City, Inverclyde, North Lanarkshire and South Lanarkshire Councils).

Following the review, no revisions were proposed to the Terms of Reference or the Scheme of Delegation, attached as appendices 2 and 3 to the report respectively.

Further to the review, it was intended to undertake future reviews of the procedural arrangements at the end of each council term with a report being submitted to the first meeting of the Joint Committee following each subsequent Local Government Election.

### **The Joint Committee decided:**

- (1) that the revised Standing Orders on Procedures of the Clyde Valley Learning and Development Joint Committee, attached as Appendix 1 to the report, be approved; and
- (2) that it be noted that, following the review of the Joint Committee's procedural arrangements, no revisions had been made to the Terms of Reference or Scheme of Delegation, attached as appendices 2 and 3 to the report respectively.

*[Reference: Minutes of 16 October 2007 (Paragraph 4) and 9 December 2019 (Paragraph 5)]*

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**7 Urgent Business**

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There were no items of urgent business.