

Minute of Strathclyde Concessionary Travel Scheme Joint Committee

27 June 2008

held in Consort House, Glasgow

contact officers:

Valerie A Bowen	phone: 0141 333 3130
Kirsten Clubb	phone: 0141 333 3576
Sharon MacKinnon	phone: 0141 333 3172

Minute of the meeting of the Strathclyde Concessionary Travel Scheme Joint Committee held in Glasgow on 27 June 2008

Present Councillors Robert Burrows (Chair), Ian Douglas (depute member); Eileen Logan, Jim McElhill, Duncan MacIntyre, Eddie Phillips (Vice Chair) and Alistair Watson.

Apologies Councillors John Campbell, Alex Hannah, Ellen Hurcombe, Nan McFarlane, Ian McKenzie and Alan Noon.

Attending Valerie Davidson, Treasurer and Kirsten Clubb, Committee Clerk.

1. Minute of previous meeting

The minute of the meeting of 15 February 2008 (issued) was submitted and approved as a correct record.

Arising from the minute with regard to page 5, paragraph 9, Mrs Davidson advised members that further work would be carried out during the summer recess period on the possible extension of the 10 mile rail concessionary boundary to allow the Bishopton – Glasgow route to be travelled at concession fare and that a report would be submitted to a future committee.

2. Internal Audit Plan 2008/09

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There was submitted and noted a report (issued) of 9 June 2008 by the Treasurer,

- (1) informing members
 - (a) that as Strathclyde Partnership for Transport and Strathclyde Concessionary Travel Scheme Joint Committee shared many common systems the Partnership's internal audit team provided internal coverage for both organisations; and
 - (b) that the planned audit approach had been set out in the SPT Strategic Audit Plan for 2006/09 which stated that the proposed audit coverage would comprise of system based audits supplemented by Value for Money (VFM) work, irregularity investigations and other consultancy assignments;
- (2) appending an internal audit plan for 2008/09 which had been prepared in accordance with the Code of Practice for Internal Audit in Local Government in the United Kingdom, issued in 2006 by the Chartered Institute of Public Finance and Accountancy;
- (3) advising members that the plan covered the third and final year of the Internal Audit Strategic Plan for 2006/2009;
- (4) highlighting that the main objectives of the annual audit plan were to:-

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- translate the strategic plan into a schedule of audit assignments;
 - define the purpose and duration of each audit assignment; and
 - provide a framework for direction and control;
- (5) explaining that although the original plan had anticipated a three year staffing level of 1570 days and staffing levels achieved during the first two years of the plan had amounted to a combined total of 920 days leaving a residual of 650 days to be achieved in the third year, the proposed audit days for 2008/09 would be 610; and
- (6) concluding that the delivery of the annual plan would ensure that the audit coverage anticipated in the Strategic Audit Plan 2006/09 was achieved.

3. Internal Audit Annual Report 2007/08

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There was submitted and noted a report (issued) of 9 June 2008 by the Treasurer,

- (1) appending the Internal Audit Annual Report 2007/08 which encompassed both Strathclyde Partnership for Transport and Strathclyde Concessionary Travel Scheme Joint Committee; and
- (2) advising members that the report
- (a) compared actual activity with planned activity, demonstrated the extent to which the audit needs of the Partnership and the Joint Committee had been met and highlighted the significant findings to date;
 - (b) commented on the soundness of both organisations' internal controls which had been examined to date in accordance with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice; and
 - (c) concluded that reasonable assurance could be placed upon the adequacy and effectiveness of the Partnership and Joint Committee's internal control systems in the year to 31 March 2008.

4. 2007/08 abstract of accounts

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There was submitted and approved a report (issued) of 4 June 2008 by the Treasurer requesting that the committee agree that the abstract of the annual accounts for the financial year ending 31 March 2008 be submitted to the Controller of Audit.

5. Any other business

Councillor McElhill advised members of discussions at a recent West Dunbartonshire Council meeting on the possibility of a taxi card system being introduced in the West Dunbartonshire area and sought clarification on the most appropriate SPT committee for this to be raised. Mrs Davidson advised Councillor McElhill that this would be an issue for the full meeting of Strathclyde Partnership for Transport. Councillor McElhill noted the position and agreed to submit a request in writing to the Secretary for the Partnership's consideration.