



## **MINUTES OF THE MEETING OF THE AUDIT AND GOVERNANCE COMMITTEE**

**TUESDAY 17 JUNE 2025  
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON  
& HYBRID MEETING SYSTEM**

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### **Committee Members Present:**

Councillor Bruce  
Councillor McGuire  
Councillor McLeod  
Councillor McFarlane  
Councillor Menzies (Convener)  
Councillor Ritchie  
Councillor Trotter

### **Other Councillors Present:**

N/A

### **Council Officials Present:**

Mr L Rockey, Chief Executive  
Ms S Fortune, Executive Director for Council Resources  
Ms E Dunnet, Head of Finance  
Ms H Barnett, Head of Corporate Support  
Ms A Glancy, Service Manager – Corporate Accounting  
Mr D Stainbank, Service Manager – Internal Audit  
Mr S Kennedy, Team Manager – Emergency Planning & Resilience  
Ms Z Rathe, Team Manager – Information Governance  
Ms M Cockburn, Transformation & Digital Portfolio Manager  
Mr T Reid, Head of Infrastructure  
Mr P Ritchie, Service Manager – People & Council Support  
Mr S Allan, Senior Auditor – Internal Audit  
Mr C Grilli, Service Manager – Governance  
Ms W McGuire, Head of Housing  
Ms C Rodgers, Head of Communities & Partnerships  
Ms N McDowell, Head of Education  
Ms A Cruickshank, Service Manager - IT  
Mr S Cooper, Service Manager – Communications  
Ms B Skirrow, Service Manager – Strategy & Operations  
Ms J Boyle, Quality Improvement Manager for Equity & Education  
Mr M Porteous,

### **External Audit:**

Mr M Ferris, Senior Audit Manager – Audit Scotland

### **Clerk:**

Ms M Scott

**Apologies:**

Councillor Jardine

**Declarations of Interest:**

N/A

**1. MINUTES OF AUDIT & GOVERNANCE COMMITTEE  
25 March 2025**

The minutes from the Audit and Governance Committee from 25 March 2025 were approved as an accurate record.

**2. CORPORATE RISK REGISTERS**

A report was submitted by the Chief Executive to present the Audit and Governance Committee the Corporate Risk Register for discussion, comment and noting. The Corporate Risk Register has been developed in keeping with the Council's Risk Management Strategy and is a live document which is reviewed and refreshed on a regular basis, led by the Corporate Risk Working Group (RWG).

Scott Kennedy, Team Manager – Emergency Planning and Resilience, presented the report. He explained that very high risks were unacceptable, and measures should be taken to reduce, transfer or treat the risk to a more tolerable position; high risks may be tolerable providing the Council was assured that adequate and effective control measures were in place; medium risks were tolerable with cost-effective control measures; and low risks were broadly acceptable without any further action to prevent or mitigate risk.

Mr Kennedy reported the Corporate Risk Register included 5 very high, 7 high, 7 medium and 1 low risks. In accordance with the Risk Management Strategy, only very high and high risks identified would be subject to closer scrutiny by the Council's Management Team, the Cabinet, and the Audit and Governance Committee.

Councillor Ritchie asked if the rapid rehousing policy would put additional pressure on in the short term but alleviate pressure long term and how long did officers think it would take to see a positive impact of that strategy. Ms Wendy McGuire, Head of Housing stated the RRTP was being updated and would be submitted to the Members Library and agreed there would be added pressure from the policy. She explained positive impact was now being seen through some of the measures the team were taking through policy changes made internally to alleviate risk, but it was still too early to see the longer term impact. Ms McGuire said the team would continue to work closely with the Scottish Housing Regulator through the engagement plan and although East Lothian Council was sitting at high risk of systemic failure the regular was confident things were moving in the right direction with improves being evident withing six months to a year.

Responding to a question from Councillor McFarland, Ms Ellie Dunnet, Head of Finance stated officers continued to engage regularly through COSLA, the Scottish Government and professional networks to raise awareness of issues we face as a sector and in terms of the pressure that is driven by population growth. She added

response had been limited in terms of our ask for specific funding streams to support population growth but raising awareness of this would be continued.

Officers continued to answer questions from Members providing information on the changes to the local connection policy, continued work on housing supply and voids, material availability and emergency action plans to deal with the affordable housing emergency.

Councillor Trotter asked what plans were in place to deal with agent workforce and the impact on succession planning. Ms Sarah Fortune, Executive Director for Council Resources confirmed officers were currently updating the workforce plan to address areas such as East Lothian Council having an aged workforce. She highlighted the wider national conversations relating to this and the specific areas managers had identified workforce challenges. Ms Michelle Cockburn, Transformation and Digital Portfolio Manager reported officers from HR and OD had attended training, have established a working group and received approval to include a table within service plans on workforce planning which will provide data on age, the make up of the workforce and also consider external influences such as the impact of technology on certain roles.

Responding to a question from Councillor Menzies, Ms McGuire explained there were no discussions taking place at national level regarding the local connection legislation and this was instead raised through a number of forums. She added the legislation was here to stay but there was currently no clear guidance, particularly in relation to prevention which is the main concern for East Lothian, but this is something that will be picked up with the Scottish Government during their visit with the Council in July.

Councillor Ritchie stated the risks in front of Committee were concerning but the single biggest factor contributing towards most of the elevated risks was the ongoing financial pressures and funding situation facing the Council. She added those external factors put a significant strain on our ability to deliver services, with the population growth taking place within the country increasing the cost of delivery for many services. Councillor Ritchie made it clear officers and wider staff work very hard behind the scenes to advocate these points and continue to transform services to meet the needs of the people of East Lothian.

Councillor McLeod highlighted the fact the risk register was a live document which was constantly being updated and looked forward to seeing risks changing to a more positive colour in the future.

Councillor Menzies thanked Mr Kennedy and his team for pulling together the risk register, noting it was a sobering reading and about managing what we have available at the moment.

### **Decision**

The Committee agreed to note the Risk Registers and in doing so, the Committee noted that:

- i) The relevant risks had been identified and that the significance of each risk was appropriate to the current nature of the risk.
- ii) The total profile of the risks can be borne by the Council at this time in relation to the Council's appetite for risk.
- iii) Although the risks presented are those requiring close monitoring and scrutiny over the next year, many are in fact longer-term risks and are likely to be a feature of the risk register over a number of years.

- iv) Note that the Council Management Team will review all risks in the Corporate Risk Register on a regular basis.

### **3. INTERNAL AUDIT REPORT: JUNE 2025**

A report was submitted by the Service Manager for Internal Audit to inform the Audit and Governance Committee of Internal Audit reports issued since the last meeting of the Committee and provide an update on progress made against the 2024/25 annual audit plan.

Duncan Stainbank, Service Manager for Internal Audit, reported since the last meeting of the Committee final reports had been issued in respect of the following audits; Sickness Absence Monitoring, Area Partnerships and Attainment Scotland Funding, all of which provided reasonable assurance. He provided an update of the key findings and recommendations for the completed audits, noting the completion dates for each. Mr Stainbank noted in addition, work had been completed in relation to Cyber Security which would be discussed in private later on the agenda.

Councillor Trotter asked what financial strain staff absence put on the Council. Mr Stainbank stated he did not have a figure for that as it was not a straightforward calculation, but it was something he would be happy to look into offline.

Responding to a question from Councillor McLeod, Mr Paul Ritchie, Service Manager stated the attendance policy was last reviewed in 2016 but was looked at regularly to ensure it was fit for purpose. He added the policy was currently within HR and if required a consultation would be done in the autumn with any changes.

Councillor Ritchie asked if there was a reason the attainment funding was hard to track and was there a clear process of reporting how PEF money was used to the Scottish Government. Ms Bev Skirrow, Service Manager reported a change in personnel had impacted the ability to clear provide audit evidence that was required but the team was able to demonstrate that all funds had been used appropriately by use of the ledger. She added a more robust structure had been put in place which will be common for all grant funding across education so that it is easier to audit, and staff are clear what evidence they need to provide.

Responding to a question from Councillor Menzies, Mr Stainbank stated given the financial situation of the Council accounting for every penny was really important because resources are tight, we need to ensure we are using them as much as possible. He highlighted a change of resourcing and appropriate elements the team had brought in to rectify issues and noted the need for control processes to know where funds were being spent and to identify outcomes. Ms Skirrow stated the important of audit trails being robust to account for the appropriate use of funding and made Members aware the process of the audit was not onerous so the evidence should have been able to be provided at first ask therefore processes had been improved. Ms Jennifer Boyle, Quality Improvement Manager provided Committee within information on the raising attainment strategy which encompasses the three funding streams and gives clear measurable outcomes to track their progress from primary school until they leave school therefore measuring outcomes was not an onerous process as the data was robust and understood by central teams.

Councillor Menzies also asked if there was support for staff coming back to work or into a different role after being off and was there a training facility to retrain staff to allow this. Ms Hayley Barnett, Head of Corporate Support noted the strategic HR

forum which could look at any holistic issues as sickness absence does not happen in isolation. Mr Ritchie stated there were robust processes and procedures in place to support and maintain people in the workplace including counselling and return to work meetings with staff. He confirmed there was no specific training facility, but staff could be redeployed into alternative posts if they were unable to complete tasks due to injury and referrals could be made to physiotherapy.

Councillor McLeod was delighted to see area partnership meetings were well recorded and transparent and he looked forward to seeing further improvements.

Mr Stainbank continued with his presentation. He highlighted the follow up work completed by Internal Audit during the reporting period in relation to Agency Work and Contract Management, Adult Social Care and Commissions Services Forecasting, Bowles Report – Primary School Capacity and Financial Sustainability – CIPFA FM Code. Good progress was being made on all recommendations and improvements to the internal control risk management and governance environment of the Council were being made in an appropriate manner by managers.

Councillor Ritchie asked why only some of the partially implemented recommendations were graded. Mr Stainbank explained some were not graded as they had been assurance review and not a full formal internal audit reports.

Councillor Ritchie found the report style a really clear way of keeping track of actions and appreciated the work that had gone into it.

Councillor Menzies echoed her colleagues comment and was pleased to hear the support for Council staff.

## **Decision**

The Audit and Governance Committee noted:

- i. the main findings and recommendations from the Internal Audit reports issued during the period from March 2025 to June 2025 as contained in Appendix 1;
- ii. the findings from Internal Audit's follow-up work, per Appendix 2;
- iii. Internal Audit's progress against the annual audit plan for 2024/25 as set out in Appendix 3.

## **4. ANNUAL INTERNAL AUDIT REPORT 2024/25**

A report was submitted by the Service Manager – Internal Audit as the Public Sector Internal Audit Standards (PSIAS) require that Internal Audit prepares an annual internal audit opinion and report to support the Council's Annual Governance Statement. The report provides a summary of the work undertaken by East Lothian Council's Internal Audit team and an annual opinion on the effectiveness of the Council's Governance, Risk Management and Internal Control environment for the 2024/25 financial year which supports the Council's Annual Governance Statement.

Duncan Stainbank, Service Manager – Internal Audit provided his audit opinion providing reasonable assurance on the overall adequacy and effectiveness of East Lothian Council's framework of governance, risk management and internal control for the year ended 31<sup>st</sup> March 2025. He also declared there had been no conflicts of interest which had impacted on the teams independence and highlighted the internal audit KPIs.

Responding to questions from Councillor Menzies, Mr Stainbank explained the Scottish Housing Regulator Annual Assurance Statement and Cyber Security were not graded as they were not a complete audit review of the area.

Councillor Menzies thanked Mr Stainbank.

### **Decision**

The Audit and Governance Committee agreed to:

- Note the contents of the Annual Internal Audit Report 2024/25 and the formal confirmation of Internal Audits opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control for the year ended 31 March 2025.

## **5. ANNUAL GOVERNANCE STATEMENT 2024/25**

A report had been submitted by the Service Manager – Internal Audit to provide the Audit and Governance Committee members with the opportunity to scrutinise the 2024/25 draft East Lothian Council Annual Governance Statement prior to it being included in the draft Annual Accounts 2024/25.

Duncan Stainbank, Service Manager – Internal Audit reported the Council adopted the principles of the corporate governance based on the CIPFA/SOLACE guidance in 2010 and had been assessing itself against the new CIPFA/SOLACE delivering good governance framework since 2016. He noted the Council Management Team completed an annual self-assessment exercise against the seven principles of the framework in May 2025 and each individual member also provided an assurance statement including a declaration of compliance with the framework and other internal controls, good governance and risk management for the 24/25 financial year. Mr Stainbank highlighted the seven identified areas for improvement along with progress of the four areas of governance in the 23/24 Annual Governance Statement. He concluded by making Members aware that reasonable assurance could be placed on the adequacy and effectiveness of East Lothian Council systems for governance, risk management and internal control.

There were no questions or comments on the report.

### **Decision**

The Audit and Governance Committee:

- i) Consider the details of the draft Annual Governance Statement 2024/25 at Appendix 1 to ensure it reflects the governance, risk and control environment in place to achieve the Council objectives, and acknowledge the actions identified by management to improve the internal controls, risk management and governance arrangements of the Council; and
- ii) Approve that it be published in the Council's Statement of Accounts 2024/25, noting the requirement for the final Annual Governance Statement to be signed by the Chief Executive, Executive Director for Council Resources, and Leader of the Council at the conclusion of the external audit process.

A roll call vote was carried out and Members unanimously agreed to approve the recommendations.

## **6. COUNTER FRAUD ANNUAL REPORT**

A report had been submitted by the Service Manager – Internal Audit to inform the Audit and Governance Committee of the Counter Fraud and Whistleblowing, prevention detection and investigation work undertaken during 2024/25.

Duncan Stainbank, Service Manager – Internal Audit reported the work undertaken by the Corporate Fraud Officer covered four areas of focus with the National Fraud Initiative Investigation (NFI) work for the current period being a mix of completion of matched data and investigation from the 22/23 data matching exercise, the National Fraud Initiative and early completion work for 24/5 data matching exercises. He noted the value of savings for work on the blue badge, parking permits and housing waiting lists which was avoidance of cost and potential income increases across the public sector but where not funds that would necessarily be received by the Council. Mr Stainbank noted that savings in single persons discount would be applied to council tax bills and thereafter collected through the normal process and highlighted the work undertaken to retrieve properties from those who did not have a genuine need for them and return them to social housing stock. He made Members aware there had been seven whistleblowing investigations during the year, three of which remained open.

Councillor McLeod asked if there had been anymore recruitment into the counter fraud team. Mr Stainbank confirmed there had been a trial period for the corporate fraud officer over a two year period and this post had now been made permanent. He added over the next year, or two East Lothian Council would potentially look at shared services within internal audit and counter fraud with Midlothian. Any developments within those areas would be brought to Committee in the future.

Responding to a question from Councillor Menzies, Mr Stainbank stated his team were currently supporting housing officers to identify individuals who have a tenancy within East Lothian who may be living elsewhere. He added investigations were also carried out on properties that are believed to be inappropriately sublet but also making sure they were not creating more homeless households at the same time. Mr Stainbank explained individuals would be encouraged to through an abandonment process for the property so it could be recovered.

Councillor Menzies asked in a follow up question that as a national policy would possibly infringe on East Lothian Council's ability to get houses back, would that be part of discussions with the Scottish Government. Ms McGuire confirmed she was happy to take that discussion to them in July.

Councillor McGuire found it refreshing to see the recoveries of savings in pounds as opposed to percentages as it made it much clearer for people to see the work that goes on to save those amounts of money.

### **Decision**

The Audit & Governance Committee agreed to note the contents of the report.

## **7. EAST LOTHIAN COUNCIL ANNUAL AUDIT PLAN 2024/25 DRAFT**

Mark Ferris, Senior Audit Manager - Audit Scotland spoke to his report noting the plan covered a number of sections; Audit Scope and Responsibilities, Audit of Annual Accounts, Wider Scope and Best Value and the reporting arrangements, timetable and audit fee. He provided a detailed overview of each which included four areas where

there was risk of material misstatement; fraud caused by management override control, risk around the valuation of property, plant and equipment, risk around the estimation of the pension liability and the risk of fraud over expenditure. Mr Ferris also outlined the work Audit Scotland would undertake as part of the group audit and highlighted the one wider scope risk in respect to financial sustainability.

Councillor McLeod asked why there were extra costs put onto fees at this stage. Mr Ferris provided guidance on how the fee arrangements were set and was happy to provide a summary paper that provided more detail on fees set and policy for audit scoring outside of the meeting. Ms Fortune provided assurance to Members that the cost of external audit was a live issue through national conversations to ensure challenge as part of the fiscal environment.

Responding to a question from Councillor Ritchie, Mr Ferris explained Audit Scotland was continuing to bring all statutory deadlines back to pre-pandemic levels but there were also resource pressures and the phasing of audits to contend with as well as ensuring the scrutiny levels for external audit. He noted over a five year period Audit Scotland would continue to work with officers to bring the delivery date back to the statutory date and hoped this year to achieve this by November.

Councillor Menzies asked why Audit Scotland made the decision not to use internal audits work as part of their audit. Mr Ferris stated Audit Scotland did not formally rely on the work of internal audit but instead liaised with Mr Stainbank and reviewed all reports. He added Audit Scotland, under audit standards, were not allowed to direct any internal audit work therefore it was more around the efficiency of the audit process rather than not paying attention to the work of internal audit.

Councillor Menzies thanked Mr Ferris for the draft report and welcomed the final report whenever it was ready.

### **Decision**

The Audit and Governance Committee agreed to note the report.

## **8. DR BRUCE FUND ANNUAL AUDIT PLAN 2024/25 DRAFT**

Mark Ferris, Senior Audit Manager - Audit Scotland stated the content of the plan covered many of the same areas as the Council plan such as Audit Scope and Responsibilities, Audit of the Annual Accounts, Wider Scope and Best Value and Reporting Arrangements, Timetable and Audit Fee. He added due to the nature of the Dr Bruce Fund and its limited financial activity it was considered a less complex body for the wider scope audit therefore it did not consider all four wider scope areas.

Councillor Menzies asked what information Audit Scotland would be looking for to see if there was material misstatement and would part of the audit be to check whether payments were not meeting the original aim of the fund. Mr Ferris stated the risk of material misstatement was a standard risk which would be included in every audit and confirmed the audit would ensure the Dr Bruce Fund was in line with the expectations. Ms Fortune added the Dr Bruce Fund was a trust fund and it was the job of officers to work within the confines of the original intent that the trust was set up. She hoped this provided assurance to Members that the funds were being used in an appropriate manner.

Councillor Menzies thanked Mr Ferris for the report.



## **Decision**

The Audit and Governance Committee agreed to note the report.

## **9. BEST VALUE THEMATIC WORK EAST LOTHIAN COUNCIL**

Mark Ferris, Senior Audit Manager - Audit Scotland presented the report which detailed the responsibility of Audit Scotland to report on transformation and how Councils were redesigning and delivering more efficient services to achieve planned outcomes. He outlined the key messages from the report which concluded the Council has a clear vision to support transformation, aimed to deliver change over the next five years as well as continue to support financial sustainability and highlighted the recommendation that the Council ensure each transformation project meets the objective set out within the strategy. Mr Ferris noted that transformation was only one part of the Council's solution to close the funding gap, and the collective change activity needed to be sufficiently ambitious to respond to the scale of its financial challenge. He made Members aware of the improvement action plan which included recommendations, management responses and planned actions.

Councillor McLeod asked if Audit Scotland would be overseeing the transformation the whole way through until completion. Ms Michelle Cockburn, Transformation & Digital Portfolio Manager reported the transformation projects report into the transformation portfolio board on a six to eight week basis, who are the body responsible for governing the project. She added the first annual progress report on the transformation strategy would be presented at full Council in August.

Responding to questions from Councillor Menzies, Ms Cockburn stated officers have tried to streamline the process as much as possible but given the nature of detail required it was quite an onerous task. She added project managers were used to providing this type of information and were being supported with portfolio management office, toolkits and templates. Ms Cockburn didn't think there was anything Members could do to assist with this but welcomed any comments after the first report had been presented in August. She stated there was no legislation regarding reporting, but the intention was for reports to be presented to Members annually supplemented by quarterly financial reports.

Councillor Menzies asked if it was Audit Scotland's opinion that we were not being bold or ambitious enough. Mr Ferris stated the Council was clear that transformation is only one of the many levers to support financial sustainability and clarity around how much of the gap would continue to be met by transformation was required. He noted Audit Scotland would be looking for the Council to give itself and Members the assurance that the transformation programme and financial strategy processes over the coming years would give clarity around how the budget gap could be met. Mr Stainbank believed when thematic reviews had been completed by all Councils an overview report would be completed by Audit Scotland which would answer questions regarding good practice.

Councillor Ritchie said she was reassured by elements within the report relating to transformation of services and service delivery and thought it was clear the Council had ambition and a plan with clear actions. She looked forward to hearing about the progress made when the annual report was presented to Council later in the year.

Councillor Menzies thanked Mr Ferris for his report and stated we should always be challenging ourselves and each other to get the best outcomes and felt reassured by

the plan going forward while keeping in mind East Lothian has some of the poorest areas in the country.

Mr Ferris also thanked officers for their support throughout the audit with their level of response and evidence they provided.

#### **Decision**

The Audit and Governance Committee agreed to note the report.

### **10. ANNUAL TREASURY MANAGEMENT REVIEW 2024-25**

A report was submitted by the Executive Director for Council Resources to update the Committee on Treasury Management activity during financial year 2024-25.

Ms Ann-Marie Glancy, Service Manager – Corporate Accounting presented her report which set out the treasury management activity for the year ending 31<sup>st</sup> March 2025. She provided Members with information on the Council's Capital Expenditure and Financing, Overall Borrowing Need, Treasury Position, Investment and Borrowing Strategy and Investment Activity for 2024/25. Ms Glancy also provided a summary of the main treasury and prudential indicators for the Council which had both met the authorised limit and operational boundary as set.

Councillor Ritchie asked why we were under borrowing. Ms Glancy explained under borrowing meant we have working capital so instead of borrowing, we use working capital within our funds we can utilise which could be money coming in through creditors or money we know we will be getting through capital income from sales. She added if we have a lot of working capital, we can call on some of that to deal with invoices coming through for capital expenditure and highlighted under borrowing was not a bad thing, just another mechanism we can utilise. Ms Glancy also offered to provide further information to Members on under borrowing outside of the meeting.

Responding to a follow up question from Councillor Ritchie, Ms Glancy explained under borrowing, or working capital that we can utilise would reduce the additional pressure of paying back interest on money that was borrowed as well as the cost of carrying the money while we wait on it being spent.

Councillor McLeod asked why both net and gross figures were used within the report. Ms Glancy explained gross figures would be used when talking about capital expenditure but after things had been taken off such as developers contributions the figure would then be the capital expenditure net of anything removed and deemed, we do not have to borrow for.

Responding to questions from Councillor Menzies, Ms Glancy provided information on how the Council make their decisions on investments using government agencies and the finance team to make investments as risk averse as possible. She also stated the Council do not do investment for the Common Good or Trusts in house and that was instead done through Investec. Ms Glancy was happy to share information that came through from them with more explanation after the meeting.

Councillor Menzies thanked Ms Glancy and her team for the report and made special note of the investment that had brought in a million pounds for the Council.

#### **Decision**

The Audit and Governance Committee agreed to note the report.

## **11. INFORMATION GOVERNANCE ANNUAL REPORT**

A report was submitted by the Executive Director for Council Resources to report on the delivery and continuous improvement of East Lothian Council's compliance with regulatory regimes relating to Data Protection, Information and Records Management, and the Regulation of Investigatory Powers during 2024.

Ms Zarya Rathe, Team Manager – Information Governance presented the report highlighting similar trends in data incidents to previous years with the most prevalent factor being misdirected emails and noted the increase in cyber attacks reported by Council suppliers. She reported there were four breaches that were considered to meet the threshold for reporting to the information Commissioners officer, but all cases found the Council had appropriate technical and financial support. Ms Rathe provided figures on recorded breaches and near misses for 2024 which had increased since the previous year and made Members aware of ongoing work within the data breach team to identify measures to reduce the frequency and severity of breaches for the coming year, to improve records management and introduce the use of Microsoft SharePoint inline with the Microsoft 265 implementation project. She noted the Council's digital preservation programme would return in the coming months and highlighted the Council made no use of its regulation of investigatory powers in 2024 however the team aimed to increase training and awareness on the Council's RIPSA policy in 2025.

Responding to a question from Councillor Ritchie, Ms Rathe confirmed there had been no direct negative impact to the Council from cyberattacks on suppliers but two of the incidents were reported to the ICO as meeting the risk threshold. She added appropriate measures were in place for both of those cases however the Council does remain vigilant at all times as there has been an increase in cyber-attacks on suppliers throughout the sector.

Councillor Menzies asked for further details on what the data breaches within the Council had been. Ms Rathe stated breaches, near misses and information security incidents were all reported together with the most prevalent factor being the use of the wrong email address. She highlighted a key improvement on a top breach last which was the use of the CC field instead of the BCC field after a push for awareness therefore it was evident training and awareness does work.

Councillor Menzies liked the clear recommendations within the report and actions that had been taken.

### **Decision**

The Audit and Governance Committee agreed to note the contents of the report and, where appropriate, highlight areas for further action or consideration.

## **SUMMARY OF PROCEEDINGS – EXEMPT INFORMATION**

The Committee agreed to exclude the public from the following business containing exempt information by virtue of Paragraph 14 (any action taken or to be taken in connection with the prevention, investigation or prosecution of crime) of schedule 7A of the Local Government (Scotland) Act 1973.

***[Sederunt: All officers left the meeting with the exception of Mr D Stainbank, Ms H Barnett, Ms S Fortune, Mr L Rockey, Mr A Cruickshank & Mr S Allan. All Members remained]***

**12. INTERNAL AUDIT ASSURANCE REVIEW OF CYBER SECURITY**

This item was heard in private.

Signed .....

Councillor L Menzies  
Convener of the Audit and Governance Committee