MINUTES OF MEETING of the AUDIT COMMITTEE of SOUTH LANARKSHIRE LEISURE AND CULTURE LIMITED held at Hamilton Town House at 1.30pm on Wednesday 6 March 2019

1. Sederunt
   Alan Morrison (Chair)
   Cllr Lynne Nailon
   Lorraine Graham
   In attendance:
   Yvonne Douglas, Internal Audit Manager, South Lanarkshire Council
   Paul Barton, Company Secretary, South Lanarkshire Leisure and Culture
   
   Apology
   Michael McGlynn
   Stephen Smellie
   Cllr Gerry Convery

2. Declarations of Interest
   None declared.

3. Minutes of Previous Meeting
   Minutes for meeting 21/11/18 agreed.

   Matters Arising
   PB reported that the printing of receipts had been discussed at the Front of House Group who felt that many of the large centres still required the receipts to allow access to various activities throughout the building. PB had asked them to review where this was necessary to ascertain if other options could be considered.

4. Internal Audit Activity Report
   YD presented the report entitled “Internal Audit Activity as at 25 February 2019” detailing the progress with the 2018/19 audit plan and whether associated targets had been met.

   Points of note:
   - All jobs on the 18/19 plan are in progress with the exception of the year end report, as would be expected.
• It was agreed by the Audit Committee that the outstanding audit action relating to the transfer of data would be completed by the end of the calendar year.
• Discussions on the 2019/20 plan had commenced and will be presented at the 22 May 2019 meeting.

The report was noted.

5. **Petty Cash Review**
PB presented the report and after discussion it was agreed that review and reduction of under utilised petty cash imprests would continue and further training would be provided to ensure that VAT was properly accounted for.

6. **Credit Card Review**
PB presented the report. Areas where purchases made to on-line retailers which require a credit card were discussed and it was agreed that credit card use would continue to be monitored. On-going Marketing and IT expenditure would be reviewed to ensure best value was being provided.

7. **SLLC Data Protection/Information Governance Audit 2016/2017**
PB presented the report and following discussion regarding the transfer of data between sites and to HQ, the progress was noted. It was agreed that the data transferrence issue would be resolved by end of the calendar year.

8. **Procurement Review Update**
PB presented the report which was noted.

**Date of Next Meeting**
1:30pm 22 May 2019 at Hamilton Town House