

Agenda

Audit and Risk Committee Meeting to be held on Thursday, 29 July 2021 at 2pm
The meeting will be held online using Zoom

Staff/Adviser(s) Attendance:

Donna Birrell (CEO)
Kirsty Brown (DCEO/DFCS)
Craig Wood (DHPS)
Hilary Tennant (GCO) (Minutes)

Allison Devine (Alexander Sloan – External Audit, Item 3 only)

Item		Author	Attached	Approval Required
1.	Welcome and Apologies			
2.	Declarations of Interest			
3.	External Audit			
	Annual Audit and Accounts 2020/21 – Alexander Sloan	DCEO/DFCS	✓	✓
4.	Health & Safety			
	4.1 Incidents	CEO	–	For information
	4.2 Health & Safety Moment			
	4.3 Health & Safety Update	DCEO/DFCS	✓	✓
	4.3.1 Appendix 1	DHPS		
	4.3.2 Appendix 2			
	4.4 Health and Safety Competency Framework and Training Needs Analysis: Update	CEO	✓	For Information
	4.4.1 Appendix 1			
5.	Minutes of Previous Meeting			
	5.1 Minute of Audit and Risk Committee Meeting – 29 April 2021	GCO	✓	✓
	5.2 Confidential Minute of Audit and Risk Committee Meeting – 29 April 2021	CEO	✓	✓
6.	Matters Arising			
	Matters Arising Schedule	GCO	✓	✓
7.	RSG Key Risks Confidential			
	7.1 Business Continuity Update	CEO	✓	For Information
	7.2 RSG Key Risks Review and Risk Register	CEO/ DCEO/DFCS	✓	✓
	7.2.1 Appendix 2 – Risk Register			
8.	Internal Audit			
	Update on Internal Audit Reviews	DCEO/DFCS	✓	For information

9.	Staff and Board Update			
	9.1 Confidential Staff and Board Update 9.1.1 Appendix 1 9.1.2 Appendix 2	DCEO/DFCS	✓	For noting
	9.2 Investors in People – no report			
	9.3 Confidential Stress Survey 2019: Action Plan 9.3.1 Appendix 1	CEO	✓	For noting
10.	Governance			
	Annual Assurance:			
	10.1 Annual Assurance Statement 2020 Action Plans: End of Year Report 10.1.1 Appendix 1	CEO	✓	For information
	10.2 Confidential Draft Annual Assurance Statement 2021 and Scrutiny of Evidence 10.2.1 – 10.2.4 Appendices 1-4	CEO	✓	✓
	Annual Reviews:			
	10.3 Annual Review of Committee Performance – Introduction of 360° approach to 2020/21 review 10.3.1 – 10.3.4 Appendices 1-4	DCEO/DFCS	✓	✓
	10.4 Annual Review of Health and Safety Controls	DHPS	✓	✓
	10.5 Annual Review of Schedule of Delegation and Effectiveness	CEO	✓	✓
	10.6 Annual Review of Entitlements, Payments & Benefits Register 10.6.1 Appendix 1	CEO	✓	✓
	10.7 Annual Review of Code of Conduct and Breach Protocol			
11.	Finance			
	11.1 Update on Private Finance Procurement	DCEO/DFCS	✓	For Information
	11.2 Update on LIBOR to SONIA/Base Rate Transition 11.2.1 Appendix 1 11.2.2 Appendix 2	DCEO/DFCS	✓	
12.	Draft Policies for Recommendation			
	Draft Policies for Review and Recommendation to Board			
	i) Stress Management Policy	CSO	Previously circulated/ Resources Section on Decision Time	✓
	ii) Treasury Management Strategy	DCEO/DFCS		✓
	iii) Investment Strategy	DCEO/DFCS		✓
iv) Borrowing Strategy	DCEO/DFCS	✓		
13.	Action Tracker			
	Action Tracker	GCO	✓	✓
14.	Any Other Competent Business			
15.	Date of next A&R meeting			
	• Next meeting 4 November 2021, time tbc			

N.B. If you have questions about any of the papers, please do not hesitate to contact the identified report author or the Chief Executive for clarification in advance of the meeting.