Agenda

Audit and Risk Committee Meeting to be held on
Thursday, 29 June 2023 at 2.00 p.m.

The meeting will be conducted on a Hybrid basis in the Boardroom at the office and via Zoom.

Joining instructions for Zoom will be issued as part of the Audit and Risk Committee Pack via Decision Time.

Staff/Advisers(s) Attendance	Donna Birrell (CEO) Gerry Casey (DCEO/DFCS) Craig Wood (DHPS) Phil Morrice - Alexander Sloan - External Audit – Item 3 Susan Brook - Wylie & Bisset – Internal Audit – Item 4

Item		Author	Attached	Approval Required
1.	**Apologies**			
2.	**Declarations of Interest**			
3.	**External Audit Report**			
3.1	Annual Financial Statements, Audit Summary Report and Letter of Representation	DCEO/ DFCS & AS	✓	✓
4.	**Internal Audit Report**			
4.1	Internal Audit Report – Budget Setting Process	DCEO/ DFCS & WB	✓	✓
5.	**Minutes of Previous meetings**			
5.1	Minute of Audit and Risk Committee Meeting 27 April 2023	GCO	✓	✓
6.	**Matters Arising Schedule**	GCO	✓	✓
7.	**Health and Safety**			
7.1	Health & Safety Exception Report - No report	CEO	-	-
7.2	Health & Safety Audit Reports and Action Plan Updates	DCEO/ DFCS	✓	✓
7.3	Landlord H&S Audit – EVH Landlord Audit Report	DHPS	✓	✓

7.4	Competency Framework and Training Needs Analysis (TNA): Annual Review	CEO	✓	✓	
8.	**RSG Risk Management**				
8.1	Risk Exception Report	-	-	-	
9.	**Resources Update Confidential**				
9.1	**Confidential** Staff and Board Update	CEO	✓	For noting	
9.2	Investors in People (IIP) Review of Activity	CEO	✓	For noting	
10.	**Governance**				
10.1	Record of Electronic Approvals - None	-	-	-	
10.2	Annual Review of A&R Committee Performance	DCEO/ DFCS	✓	✓	
11.	**Action Tracker**	GCO	✓	✓	
12.	**Any Other Competent Business**				
13.	**Date of next Audit & Risk Committee meeting:**				
	• Thursday 9 November 2023 (TBC)				

N.B. If you have questions about any of the papers, please do not hesitate to contact the identified report author or the Deputy Chief Executive Officer/Director of Finance and Corporate Services for clarification in advance of the meeting.