

# Agenda

Audit and Risk Sub-Committee Meeting to be held on Thursday, 28<sup>th</sup> February 2019 at  
2pm at the Wallace Suite, Lomond Court, Stirling FK9 4TU

## Staff/Adviser(s) Attendance:

Donna Birrell (CEO)

Malcolm Lee (Asset Manager – AM)

Kirsty Brown (DCEO)

Susan Mackay (Corporate Services Officer – CSO)

Item		Author	Attached	Approval Required
1.	<b>Apologies</b>			
2.	<b>Health &amp; Safety:</b>			
	2.1 Incidents: <b>None to Report</b>			
	2.2 Health & Safety Moment			
	2.3 Health & Safety Update	DCEO/AM/CSO	✓	✓
3.	<b>Declarations of Interest</b>			
4.	4.1 Draft Minute of Audit and Risk Committee Meeting – 27 <sup>th</sup> November 2018	CSO	✓	✓
	4.2 Draft <b>Confidential</b> Minute of Audit and Risk Committee Meeting – 27 <sup>th</sup> November 2018	CSO	✓	✓
5.	<b>Matters Arising Schedule</b>	CSO	✓	✓
6.	<b>External Audit</b>			
	6.1 No report			
7.	<b>Internal Audit</b>			
	7.1 Update on Internal Audit Reviews	DCEO	✓	✓
8.	<b>Staffing Update Confidential</b>			
	8.1 Staffing Update	DCEO	✓	✓
9.	<b>Investors in People</b>			
	9.1 Investors in People Update	CEO/DCEO	✓	
10.	<b>Risk</b>			
	10.1 Key Risks Review	CEO/DCEO	✓	✓
11.	<b>Governance</b>			
	No report			
	<b>Draft Policies</b>			
12.	12.1 Draft Policies/Strategies for Review and Recommendation to Board	DCEO		✓
	i) Treasury Management Policy	DCEO		✓
	ii) Investment Strategy	DCEO		✓
	iii) Borrowing Strategy	DCEO		✓
	iv) Financial Regulations	DCEO		✓
	v) Information Security Policy	DCEO		✓
	vi) Lift Safety	AM		✓
	vii) Reactive Maintenance Policy	AM		✓
	viii) Domestic Abuse Policy	AM		✓
		CEO		✓
13.	13.1 Private Finance Procurement	DCEO	✓	✓

14.	Action Tracker	CSO	✓	✓
15.	Any Other Competent Business			
16.	Date of next A&P meeting:			
	<ul style="list-style-type: none"> <li>Next meeting Thursday, 9<sup>th</sup> May 2019 at TBC</li> </ul>			

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