

Agenda

Audit and Risk Committee Meeting to be held on Thursday, 9th May 2019 at 12pm at the Wallace Suite, Lomond Court, Stirling FK9 4TU

Staff/Adviser(s) Attendance:

Donna Birrell (CEO)

Kirsty Brown (DCEO)

Malcolm Lee (Asset Manager – AM)

Susan Mackay (Corporate Services Officer – CSO)

Allison Devine (Alexander Sloan – External Audit)

Gill Callaghan (TIAA Ltd – Internal Audit)

Item		Author	Attached	Approval Required
1.	Apologies			
2.	Health & Safety:			
	2.1 Incidents: None to Report			
	2.2 Health & Safety Moment			
	2.3 Health & Safety Update	DCEO/AM/CSO	✓	✓
3.	Declarations of Interest			
4.	4.1 Minute of Audit and Risk Committee Meeting – 28 th February 2019	CSO	✓	✓
	4.2 Confidential Minute of Audit and Risk Committee Meeting – 28 th February 2019	CSO	✓	✓
5.	Matters Arising Schedule	CSO	✓	✓
6.	External Audit			
	6.1 Annual Audit Plan 2018/19 – Alexander Sloan	DCEO	✓	✓
7.	Internal Audit			
	7.1 Update on Internal Audit Reviews	DCEO	✓	✓
	7.2 Annual Internal Audit Plan for 2019/20	DCEO	✓	✓
8.	Staffing Update Confidential			
	8.1 Staffing Update	DCEO	✓	✓
9.	Investors in People			
	No report	CEO/DCEO		
10.	Risk			
	10.1 Key Risks Review	CEO/DCEO	✓	✓
11.	Governance			
	No report			
	Draft Policies			
12.	Draft Policies for Review and Recommendation to Board i) Community Donation Fund Policy	CEO	Sent Previously	✓
13.	Action Tracker	CSO	✓	✓
14.	Any Other Competent Business			
15.	Date of next A&P meeting:			
	• Next meeting Thursday, 1 st August 2019 at TBC			

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.