

# Agenda

Audit and Risk Committee Meeting to be held on Thursday, 1<sup>st</sup> August 2019 at  
6pm at the Wallace Suite, Lomond Court, Stirling FK9 4TU

## Staff/Adviser(s) Attendance:

Donna Birrell (CEO)

Susan Mackay (Corporate Services Officer – CSO)

Kirsty Brown (DCEO)

Allison Devine (Alexander Sloan – External Audit)

Malcolm Lee (Asset Manager – AM)

Item		Author	Attached	Approval Required	Time
1.	<b>Apologies</b>				6.00pm
2.	<b>Health &amp; Safety:</b>				
	2.1 Incidents: <b>None to Report</b>				6.00pm
	2.2 Health & Safety Moment				6.05pm
	2.3 Health & Safety Update	DCEO/AM /CSO	✓	✓	6.05pm
3.	<b>Declarations of Interest</b>				6.10pm
4.	4.1 Minute of Audit and Risk Committee Meeting – 9 <sup>th</sup> May 2019	CSO	✓	✓	6.10pm
	4.2 <b>Confidential</b> Minute of Audit and Risk Committee Meeting – 9 <sup>th</sup> May 2019	CSO	✓	✓	6.10pm
5.	<b>Matters Arising Schedule</b>	CSO	✓	✓	6.10pm
6.	<b>External Audit</b>				
	6.1 Annual Audit and Accounts 2018/19 – Alexander Sloan	DCEO	✓	✓	6.15pm
7.	<b>Internal Audit</b>				
	7.1 Update on Internal Audit Reviews	DCEO	✓	✓	6.35pm
8.	<b>Staffing Update Confidential</b>				
	8.1 Staffing Update	DCEO	✓	✓	6.45pm
	8.2 Investors in People – no report				
9.	<b>Private Finance Update</b>				
	9.1 Update on Private Finance Procurement	DCEO			6.55pm
10.	<b>Risk</b>				
	10.1 Key Risks Review	CEO/DCEO	✓	✓	7.05pm
11.	<b>Governance</b>				
	11.1 Review of Code of Conduct following Breach	CEO	✓	✓	7.15pm
	11.2 Draft Report on Review of Sub-Committee Performance	DCEO	To Follow	✓	7.20pm
	<b>Draft Policies</b>				
12.	Draft Policies for Review and Recommendation to Board i) Internal Audit Policy ii) Redundancy Policy iii) Settlement Agreements Policy	CEO	Sent Previously	✓	7.25pm
13.	Action Tracker	CSO	✓	✓	7.30pm
14.	Any Other Competent Business				7.35pm
15.	Date of next A&R meeting:				7.40pm
	• Next meeting Thursday, X November 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.**