

Agenda

Audit and Risk Committee Meeting to be held on Thursday, 30th April 2020 at 2pm
The meeting will be held online using Microsoft Teams

Staff/Adviser(s) Attendance:

Donna Birrell (CEO)

Graham Gillespie TBC (Wylie & Bisset – Internal Audit)

Kirsty Brown (DCEO)

Jim Gourlay TBC (Alexander Sloan – External Audit)

Susan Mackay (Corporate Services Officer – CSO)

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/ ADM/CSO	✓	✓
3.	Declarations of Interest			
4.	4.1 Minute of Audit and Risk Committee Meeting – 21 st November 2019	CSO	✓	✓
	4.2 Confidential Minute of Audit and Risk Committee Meeting – 21 st November 2019	CEO	✓	✓
5.	Matters Arising Schedule	CSO	✓	✓
6.	RSG Key Risks 6.1 Business Continuity Update 6.2 RSG Key Risks Review	CEO CEO/DCEO	✓ ✓	For information ✓
7.	External Audit			
	7.1 Annual Audit Plan 2019/20 – Alexander Sloan	DCEO	✓	✓
8.	Internal Audit			
	8.1 Update on Internal Audit Reviews	DCEO	✓	✓
	8.2 Audit Needs Assessment 2020-2023	DCEO	✓	✓
	8.3 Health & Safety: Proposed joint procurement Landlord Health & Safety Audit	CEO	✓	For information
9.	Staffing Update Confidential			
	9.1 Staffing Update	DCEO	✓	✓
	9.2 Investors in People – no report			
	9.3 Stress Survey 2019: Staff Working Group Feedback and Recommendations	A&DM	✓	✓
10.	Governance Annual Assurance: <ul style="list-style-type: none"> SHR feedback on RSHA Annual Assurance Statement 2019 Lessons from the first round of Annual Assurance Statements 2019 Annual Assurance Statement 2020 	CEO	✓	For information

	Draft Policies			
11.	Draft Policies for Review and Recommendation to Board			
	i) Compensation Payments	HSM	✓	✓
	ii) Learning & Development	CEO	✓	✓
12.	Action Tracker	CSO	✓	✓
13.	Any Other Competent Business			
14.	Date of next A&R meeting:			
	• Next meeting Thursday, 30 th July 2020			

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.