

Agenda

Audit and Risk Committee Meeting to be held on Thursday, 5th November 2020 at 2pm
The meeting will be held online using Zoom

Staff/Adviser(s) Attendance:

Donna Birrell (CEO)

Stephen Pringle (Wylie & Bisset – Internal Audit)

Kirsty Brown (DCEO)

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 – 30 th July 2020	CSO	✓	✓
	4.2 Confidential Minute of Audit and Risk Committee Meeting – 30 th July 2020	CEO	✓	✓
5.	Matters Arising Schedule	CSO	✓	✓
6.	RSG Key Risks Confidential 6.1 RSG Key Risks Review	CEO/DCEO	✓	✓
7.	External Audit No report	DCEO		
8.	Internal Audit 8.1 Update on Internal Audit Reviews	DCEO	✓	✓
9.	Staffing Update Confidential 9.1 Confidential Staffing Update	DCEO	✓	For noting
	9.2 Confidential HR Report	CEO	✓	✓
	9.3 Investors in People – no report			
	9.4 Confidential Stress Survey 2019: Action Plan	A&DM	✓	For information
10.	Governance Annual Assurance: 10.1 Annual Assurance Statement 2020: Annual Assurance Statement Verification and first draft of Annual Assurance Statement	CEO	✓	✓
11.	Draft Policies Draft Policies for Review and Recommendation to Board:			
	i) Policy for the Sustainable Procurement of Goods, Services and Works (<i>incl. 2 appendices</i>)	ADM	Previously circulated/ on	✓
	ii) Security Policy	ADM		✓
	iii) Ventilation & Fresh Air Policy	ADM		✓

	iv) Waste Management Policy	ADM	Document Library (Decision Time)	✓
	v) Unacceptable Actions Policy and EIA	CEO		✓
	vi) Safeguarding Policy and EIA	CEO		✓
	vii) Company Credit Card Policy	DCEO		✓
	viii) Remote Working Policy	DCEO		✓
	ix) Social Media Policy	DCEO		✓
12.	Action Tracker	CSO	✓	✓
13.	Any Other Competent Business			
14.	Date of next A&R meeting:			
	• Next meeting 29 th April 2021 TBC			

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.