

Agenda

Audit and Risk Committee Meeting to be held on Thursday, 29th April 2021 at 2pm
The meeting will be held online using Zoom

Staff/Adviser(s) Attendance:

Donna Birrell (CEO)
Kirsty Brown (DCEO)
Jackie Leeds (HSM)
Norrie MacPhail (IADM)
Susan Mackay (Corporate Services Officer – CSO)
Hilary Tennant (Governance and Compliance Officer – GCO)

Allison Devine (Alexander Sloan – External Audit, Item 3 only)
Stephen Pringle (Wylie & Bisset – Internal Audit, Items 4.1 and 4.2)

| Item | | Author | Attached | Approval Required |
|------|--|-------------------|----------|-------------------|
| 1. | Apologies | | | |
| 2. | Declarations of Interest | | | |
| 3. | External Audit | | | |
| | Annual Audit Plan 2020/2021 - Alexander Sloan in attendance. | DCEO | ✓ | ✓ |
| 4. | Internal Audit | | | |
| | 4.1 Internal Audit Plan 2020/2021 Update on Reviews - Wylie Bisset in attendance. | DCEO | ✓ | ✓ |
| | 4.2 Annual A&R Work Plan 2021/2022 - Wylie Bisset in attendance. | DCEO | ✓ | ✓ |
| | 4.3 Landlord H&S Audit: ACS Report | IADM | ✓ | ✓ |
| 5 | Minutes of Previous meetings | | | |
| | 5.1 Minute of Audit and Risk Committee Meeting – 5 th November 2020 | CSO | ✓ | ✓ |
| | 5.2 Confidential Minute of Audit and Risk Committee Meeting – 5 th November 2020 | CEO | ✓ | ✓ |
| 6. | Matters Arising Schedule | CSO | ✓ | ✓ |
| 7. | Health and Safety | | | |
| | 7.1 Incidents: None to Report | | | |
| | 7.2 Health & Safety Moment | Chair | Verbal | For noting |
| | 7.3 Health & Safety Update | DCEO/ IADM/CSO | ✓ | ✓ |

| | | | | |
|-----|---|-------------------|---|----------------------|
| | 7.4 Health & Safety Competency Framework and Training Matrix | CEO | ✓ | ✓ |
| 8. | RSG Key Risks Confidential 8.1 Business Continuity Update 8.2 Annual Group Risk Review and RSG Key Risks Register | CEO CEO/DCEO | ✓ ✓ | For information ✓ |
| 9. | Staffing Update Confidential | | | |
| | 9.1 Confidential Staffing Update | DCEO | ✓ | ✓ |
| | 9.2 Confidential HR Report Exit Survey | CEO | ✓ | ✓ |
| | 9.3 Investors in People – no report | | | |
| 10. | Governance | | | |
| | Mid-year Review of Annual Assurance Statement 2020 | CEO | ✓ | For information |
| 11. | Finance | | | |
| | No report | | | |
| 12. | Draft Policies | | | |
| | Draft Policies for Review and Recommendation to Board: i) Draft Complaints Policy ii) Draft Electrical Safety Policy iii) Estate Management Policy | CEO CSO HSM | Previously circulated/ on Resources (Decision Time) | ✓ ✓ ✓ |
| 13. | Action Tracker | CSO | ✓ | ✓ |
| 14. | Any Other Competent Business | | | |
| 15. | Date of next Audit & Risk Committee meeting: | | | |
| | • Next meeting 29 th July 2021, time 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.