

# Agenda

Audit and Risk Committee Meeting to be held on Thursday, 28<sup>th</sup> April 2022 at 2pm  
The meeting will be held online using Zoom

**Staff/Adviser(s) Attendance:**

Donna Birrell (CEO)

Kirsty Brown (DCEO/DFCS)

Craig Wood (DHPS)

Jackie Leeds (HSM)

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.   | <b>Apologies</b>   |           |          |                   |
| 2.   | <b>Declarations of Interest</b>  |           |          |                   |
| 3.   | <b>External Audit</b>  |           |          |                   |
|      | 3.1 Annual Audit Plan 2021/2022 - Alexander Sloan in attendance.                     | DCEO/DFCS | ✓        | ✓                 |
| 4.   | <b>Internal Audit</b>  |           |          |                   |
|      | 4.1 Internal Audit Plan 2021/2022 Update on Reviews - Wylie Bisset in attendance.    | DCEO/DFCS | ✓        | ✓                 |
|      | 4.2 Annual Internal Audit Plan 2022/2023 - Wylie Bisset in attendance.               | DCEO/DFCS | ✓        | ✓                 |
| 5    | <b>Minutes of Previous meetings</b>  |           |          |                   |
|      | 5.1 Minute of Audit and Risk Committee Meeting – 4 November 2021                     | GCO       | ✓        | ✓                 |
|      | 5.2 <b>Confidential</b> Minute of Audit and Risk Committee Meeting – 4 November 2021 | GCO       | ✓        | ✓                 |
| 6.   | <b>Matters Arising Schedule</b>  | GCO       | ✓        | ✓                 |
| 7.   | <b>Health and Safety</b>   |           |          |                   |
|      | 7.1 Incidents  | DCEO/DFCS | Verbal   | For noting        |
|      | 7.2 Health & Safety Update   | DCEO/DHPS | ✓        | ✓                 |
|      | 7.3 Health & Safety Competency Framework and Training Needs Analysis                 | CEO       | ✓        | ✓                 |

|     |   |               |   |   |
|-----|---|---------------|---|---|
| 8.  | <b>RSG Key Risks Confidential</b>   |               |   |   |
|     | 8.1 Annual Risk Review  | CEO           | ✓ | ✓ |
| 9.  | <b>Resources Update Confidential</b>  |               |   |   |
|     | 9.1 Confidential Board and Staffing Update including Board Development Plan   | DCEO/<br>DFCS | ✓ | ✓ |
|     | 9.2 Investors in People Review 2021   | DCEO/<br>DFCS | ✓ | ✓ |
|     |   |               |   |   |
| 10. | <b>Governance</b>   |               |   |   |
|     | 10.1 Record of Electronic Approvals   | CEO           | - | - |
|     | 10.2 Succession Plan Senior Staff   | CEO           | ✓ | ✓ |
| 11. | <b>Finance</b>  |               |   |   |
|     | No Report   | DCEO/<br>DFCS | - | - |
| 12. | <b>Action Tracker</b>   | GCO           | ✓ | ✓ |
| 13. | <b>Any Other Competent Business</b>   |               |   |   |
| 14. | <b>Date of next Audit &amp; Risk Committee meeting:</b>   |               |   |   |
|     | <ul style="list-style-type: none"> <li>Next meeting 30 June 2022, time 2pm meeting at Doune Office - tbc</li> </ul> |               |   |   |

**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.**