

Meeting	Audit & Risk Committee
Date	07/09/2022
Time	10:00 – 13:00
Hybrid meeting:	Optima Boardroom & MS Teams

Pre-meet between Non-Executive Board Members and Internal Audit from 09:15.

Agenda

1	Welcome and apologies		10:00
2	Previous meeting 2.1 Minute – 5 July 2022 2.2 Action log		10:05
3	Declarations or conflicts of interest		10:15
Substantive items for discussion			
4	Internal Audit 4.1 DIAA Progress Report 4.2 Education Scotland Hybrid Working Review Final Report 2022-23 4.3 DIAA Annual Report 2021-22 (for information) 4.4 DIAA August 2022 Bulletin (for information)	Gary Gibb / Jim Montgomery	10:20
5	External Audit 5.1 EA Update Paper Cover Paper 5.1.1 EA Update Paper	Andrew Kerr	10:35
6	Finance Update 6.1 Finance Report to 31 July 2022 6.1.1 Finance Report - Annex 1 Expenditure to 30 July 2022 6.1.2 Finance Report - Annex 2 Expenditure to 30 July 2022	Gillian Howells	10:50
7	Risk Update 7.1 Education Scotland Risk Register Cover Paper 7.1.1 Education Scotland Risk Register 7.1.2 Directorate Heatmap 7.2 Education Reform Delivery Board Risk Register	Roz McCracken	11:05
8	Procurement Annual Report 8.1 Procurement Annual Report Cover Paper 8.1.1 Procurement Annual Report 8.1.2 Procurement Annual Report – Annex A Annual Procurement Report template	Sandra Wilson	11.20
9	Business Continuity plan (plan for test in a box) 9.1 Business Continuity Plan – Exercise and Review Cover Paper 9.1.1 Business Continuity Plan as reviewed up to August 22	Roz McCracken	11:40

10	Health, Safety and Well-Being Committee update 10.1 Health, Safety and Well-Being minutes	Chair	11:55
Items for Noting/for information (comments by exception)			
11	11.1 Information Security Update		12:05
12	12.1 ES Information and Data Management Structures - update		12:10
Any other Business			
13	Any Other Business <ul style="list-style-type: none"> • Location and Format of future meetings • Are there any risk implications from what has been discussed at this meeting? • Are there any key messages from the meeting to be conveyed to staff? 		12:15

Next meeting is on 30 November 2022 at 10:00 – 13:00, Optima, Glasgow / Hybrid