

Meeting	Audit and Risk Committee
Date	01/12/2021
Time	10:00 – 13:00
Venue	MS Teams

## Minute

### Members

John Fyffe	Non-Executive Board Member (NEBM) (Chair)
David Gemmell	NEBM
Aileen Ponton	NEBM
James Wallace	Independent Audit and Risk Committee Member

### Attendees

Gayle Gorman	Chief Executive
Craig Clement	Strategic Director
Ollie Bray	Strategic Director
Gillian Hamilton	Strategic Director
Gillian Howells	Head of Finance
Roz McCracken	Head of Governance
Jim Montgomery	Internal Audit
Julie Taylor	Internal Audit
Andrew Kerr	Audit Scotland
Patricia Dougan	Head of Digital
Barry Millar	Technical Delivery manager
Erin Middlemass	Secretariat

### Apologies

No apologies were noted

#### 1. Welcome and apologies

- 1.1 The Chair welcomed everyone to the meeting.
- 1.2 No apologies were noted. Additional attendees attending for specific items were noted.

#### 2. Previous meeting

- 2.1 The Minute of 29 Sept 2021 was agreed to be an accurate record of discussions.
- 2.2 The Action Log was reviewed and it was noted that action ARC 21/21-22 would be closed at item 10.

#### 3. Declarations/Register of Interest

- 3.1 There were no declarations or conflicts of interest to note.

#### 4. Internal Audit

- 4.1 Julie Taylor gave an overview of Internal Audit papers and invited comments.

4.2 The Chair noted paragraph 2.1.1 in paper 4.1 re risks across Europe. The Chair highlighted to the accountable officer that these risks should be taken in to consideration when planning for next year. It was noted that a meeting will take place in the final quarter to discuss annual audit planning, it was agreed that the Chair would attend this meeting on behalf of NEBMs.

## **5. External Audit**

5.1 Andrew Kerr gave a brief update on the work on External Audit since the last meeting.

5.2 It was noted that an annual audit plan would come to committee in March 22 identifying risks and proposed audit plan.

5.3 It was noted that it is the last year of our audit appointment with Audit Scotland and the new auditor would be confirmed in spring 22.

## **6. Audit recommendations**

6.1 Roz McCracken gave an overview of the outstanding audit recommendations from both Internal and External Audit.

6.2 The committee were assured that a significant piece of work was underway to ensure outstanding recommendations were closed before end of financial year.

6.3 David Gemmell raised a concern around a recommendation to introduce a change policy which may have been closed prematurely. Roz McCracken agreed to look in to this and feed back to David.

## **ACTION 22/21-22 – RM to locate change methodology recommendation and feed back to DG**

Ollie Bray joined the meeting.

## **7. Finance Update**

7.1 Gillian Howells gave an overview of the finance report as of 31 October.

7.2 An update to the paper was noted confirming that the transformation project, budget transfer has now been submitted for £2.3 million to complete project.

7.3 It was noted that a budget request has been submitted for the continuation of the safeguarding project. The Committee was assured that this budget would be sufficient to guarantee the success of the safeguarding project.

## **8. ES Risk Register & Directorate Risk Registers**

- 8.1 Roz McCracken gave an overview of the ES Risk Register and key changes flagged. Comments were invited.
- 8.2 Clarification was given on the escalation process from Directorate Risk Register to ES Risk Register.
- 8.3 Directorate risk registers were shared and comments invited on each.

Patricia Dougan and Barry Miller joined the meeting

- 8.4 Clarification was given on the 'MS Teams capability' risk on the digital risk register. Patricia Dougan gave an overview of this risk as well as possible alternative solutions being explored.

## **9. Procurement Annual Report**

- 9.1 Gillian Hamilton gave an overview of the procurement papers and invited comments.
- 9.2 Clarification was given on the meaning of 'off contract spend'.
- 9.3 A discussion was had around KPIs and measuring success of procurement. It was noted that ES is involved in a SG wide procurement network where such things are considered.
- 9.4 A query was raised on how and when procurement training is delivered. It was confirmed that when contracts are handed over to a contact manager, they are given the training necessary as well as directed to online training for further information.

## **10. Transformation Programme Board**

- 10.1 It was highlighted that the Transformation Board have rescheduled their board meeting timings to align better with ARC.
- 10.2 Craig Clement gave an overview of the Transformation Board papers and gateway review. Comments were invited.
- 10.3 It was noted that the go-live date for CRM has been delayed by around three weeks. The committee fully supported this decision.

## **For awareness and AOB**

### **11. Information Security Update**

- 11.1 David Gemmell advised he would send comments on the papers to secretariat to pass on to author.

## **12. Health & Safety and wellbeing Quarterly Update**

12.1 The Committee noted that they appreciate sight of these minutes.

### **Date of next meeting**

The next meeting would take place on 2 March 2022.

**Erin Middlemass**

Secretary

8 December 2021