

Meeting	Audit and Risk Committee
Date	18/12/2019
Time	13.00 to 16.00
Venue	Boardroom, Denholm House

1	Chair introduction <ul style="list-style-type: none"> <li>Welcome/apologies</li> </ul>		13.00
2	Previous meeting of 18 September 2019 <ul style="list-style-type: none"> <li>Minute &amp; matters arising (paper 2.1 and 2.2)</li> <li>Action log (paper 2.3)</li> </ul>		13.05
3	Declarations/Register of Interest		13.20
<b>Substantive items for discussion</b>			
4	Internal Audit Progress Report 19/20 (paper 4)	Dougie Shepherd	13.25
5	External Audit <ul style="list-style-type: none"> <li>Update report 19/20 (paper 5.1)</li> <li>2019/20 Annual Audit Plan (paper 5.2)</li> </ul>	Dave Richardson	13.40
6	Progress against audit recommendations (paper 6)	Roz McCracken	13.55
7	ES finance update (paper 7)	Gillian Howells	14.10
8	Deep Dive – (paper 8) <b>Budget</b> – processes and engagement going forward in building the budget for 1920/21 and medium term projected spend.  Lessons learned from the 2019/20 budget setting exercise.	Gillian Howells	14.25
9	ES Risk Register (paper 9.1) & Directorate Registers (paper 9.2)	Roz McCracken Mel O'Brien Lesley Macaulay	14.45
10	Director of Inspection Annual Report (paper 10 plus Appendix, B, C and D)	Janie McManus	15.05
<b>For information &amp; AOB</b>			
11	<b>For information</b> <ul style="list-style-type: none"> <li>Health &amp; Safety and Sustainability Group (paper 11)</li> <li>Information Security Report (paper 12)</li> <li>Procurement report (paper 13)</li> </ul> <b>AOB</b> <ul style="list-style-type: none"> <li>ARC self-assessment &amp; Register of Interests</li> </ul>		15.20
Date of next meeting – 4 March 2020, 13.30 – 16.30 (venue to be confirmed)			