

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"> Welcome/apologies 		13.00
2	Previous meeting of 18 September 2019 <ul style="list-style-type: none"> Minute & matters arising (paper 2.1 and 2.2) Action log (paper 2.3) 		13.05
3	Declarations/Register of Interest		13.20
Substantive items for discussion			
4	Internal Audit Progress Report 19/20 (paper 4)	Dougie Shepherd	13.25
5	External Audit <ul style="list-style-type: none"> Update report 19/20 (paper 5.1) 2019/20 Annual Audit Plan (paper 5.2) 	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) Budget – 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
For information & AOB			
11	For information <ul style="list-style-type: none"> Health & Safety and Sustainability Group (paper 11) Information Security Report (paper 12) Procurement report (paper 13) AOB <ul style="list-style-type: none"> ARC self-assessment & Register of Interests 		15.20
Date of next meeting – 4 March 2020, 13.30 – 16.30 (venue to be confirmed)			