

Meeting	Audit & Risk Committee
Date	21/03/2024
Time	12:00 – 14:00
Virtual meeting:	

**Pre-meet between Non-Executive Board Members and Internal Audit from 11:15.**

**Agenda**

1	Welcome and apologies		12:00
2	Previous meeting 2.1 Minute – 21 December 2023 2.2 Action log		12:05
3	Declarations or conflicts of interest		12:10
<b>Substantive items for discussion</b>			
4	Internal Audit 4.1 DIAA Progress Report 4.2 DIAA 2024-25 Draft Internal Audit Plan 4.3 Memorandum of Understanding	Gary Gibb / Jim Montgomery	12:15
5	External Audit 5.1 External Audit Update Cover Paper 5.2 External Audit Update	Tommy Yule/ Zoe Headridge	12:30
6	Finance Update 6.1 Finance Report 6.2 Finance Report Annex 1 & 2	Gillian Howells	12:40
7	Risk Update 7.1 Education Scotland Risk Register Cover Paper 7.2 Education Scotland Risk Register 7.3 Risk Heatmap	Roz McCracken	12:50
8	Scrutiny Annual Report 8.1 Scrutiny Annual Report 2022-23 Cover Paper 8.2 Scrutiny Annual Report 2022-23	Denise Brock	13:00
9	Reform update (verbal update) 9.1 New governance Framework 9.2 Governance Organogram	Gillian Hamilton/Janie McManus Roz McCracken	13:10
10	10.1 Information Security Update 10.2 Cyber Recovery	Michael Moynihan/Patricia Dougan	13:25
11	Updates Terms of Reference	Sec	13:35
<b>Items for Noting/for information (comments by exception)</b>			
12	12.1 Health, Safety and Wellbeing update 12.2 Update from Aileen Ponton		13:40

Any other Business		
13	<p>Any Other Business</p> <ul style="list-style-type: none"><li>• Are there any risk implications from what has been discussed at this meeting?</li><li>• Are there any key messages from the meeting to be conveyed to staff?</li></ul>	13:50