

Meeting	Audit & Risk Committee
Date	06/03/2023
Time	10:00 – 13:00
Virtual meeting:	

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 – 30 November 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 DIAA 2023-24 Draft Internal Audit Plan	Gary Gibb / Jim Montgomery	10:20
5	External Audit 5.1 External Audit Strategy Letter – Cover Paper 5.1.1 External Audit Strategy Letter 2022-23	Rachel Browne	10:35
6	Finance Update 6.1 Finance Report as at 31 January 2023 6.1.1 Annex 1 – Summary 6.1.2 Annex 2 – Graphs 6.2 Progress on 23/24 Budget 6.2.1 Overview of FY23/24 budget submissions - Paper 1 6.2.2 Overview of FY23/24 budget submissions - Paper 2 6.2.3 Overview of FY23/24 budget submissions - Paper 3	6.1 Gillian Howells 6.2 Gillian Hamilton, Gillian Howells, Evelyn Oliphant	10:50
7	Risk Update 7.1 Education Scotland Risk Register Cover Paper 7.1.1 Education Scotland Risk Register 7.2 Risk Heatmap	Roz McCracken	11:10
8	Business Continuity Plan 8.1 Business Continuity Test – key observations	Roz McCracken/Michael Moynihan	11:25
9	Scrutiny Annual Report 9.1 Scrutiny Annual Report 2021-22	Janie McManus	11:40
10	Reform – Verbal update	Gillian Hamilton	12:00
Items for Noting/for information (comments by exception)			
11	11.1 Information Security Update		12:30

12	12.1 Health, Safety and Wellbeing update	12:35
Any other Business		
13	Any Other Business <ul style="list-style-type: none"> • 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? 	12:40