

Meeting	Audit and Risk Committee
Date	17/12/2020
Time	10:00-13:00
Venue	MS Teams - <a href="#">Click here to join the meeting</a>

A pre-meeting between the NEBMs and Internal Audit will take place from 09:15.

1	Chair's introduction <ul style="list-style-type: none"> <li>Welcome/apologies</li> </ul>		10.00
2	Previous meeting of 14 October 2020 <ul style="list-style-type: none"> <li>2.1 Minute</li> <li>2.2 Action log</li> </ul>		10.05
3	Declarations/Conflicts of Interest		10.20
<b>Substantive items for discussion</b>			
4	Internal Audit <ul style="list-style-type: none"> <li>4.1 Progress Report</li> <li>4.2 Directorate for Internal Audit and Assurance 2020-21 Progress Report: links attached separately</li> </ul>	Julie Taylor / Jim Montgomery	10.25
5	External Audit <ul style="list-style-type: none"> <li>5.1 Update report</li> <li>5.2 Education Scotland 2020-21 Update Report</li> </ul>	Dave Richardson	10.40
6	Progress against audit recommendations <ul style="list-style-type: none"> <li>6.1 Progress against audit recommendations cover</li> <li>6.2 Audit recommendations tracker</li> </ul>	Roz McCracken	10.55
7	Finance update <ul style="list-style-type: none"> <li>7.1 Finance Report to 31 October 2020</li> <li>7.2 Finance Expenditure Summary</li> </ul>	Gillian Howells	11.10
8	Risk update <ul style="list-style-type: none"> <li>8.1 ES Risk Register paper</li> <li>8.2 ES Risk Register</li> <li>8.3 ES Heatmap</li> <li>8.4 Directorate Heatmap</li> </ul>	Roz McCracken	11.45
9	Information Security and Governance <ul style="list-style-type: none"> <li>9.1 Information Security – quarterly update</li> <li>9.2 Information Governance - update</li> </ul>	Michael Moynihan Melanie O'Bryan	12:05
10	Health, Safety and Well-being <ul style="list-style-type: none"> <li>Minutes from 14/09/20, and update from 18/11/20</li> </ul>	Roz McCracken	12:25
<b>For awareness &amp; AOB</b>			
11	11 Framework documents <ul style="list-style-type: none"> <li>11.1 Education Scotland</li> <li>11.2 Community Learning and Development Standards Council for Scotland</li> </ul>		12:35
12	Any other business		12:45
Date of next meeting – 3 March 2021, 10:00-13:00			