



Meeting	Audit and Risk Committee
Date	01/12/2021
Time	10.00 -13:00
Arrangements	Microsoft Teams meeting Click here to join the meeting

1	Chair introduction • Welcome/apologies		10:00
2	Previous meeting of 29 Sept 2021 2.1 Minute 2.2 Action log		10:05
3	Declarations/Register of Interest		10:10
Substantive items for discussion			
4	Internal Audit Progress Report 2021-22 4.1 Internal Audit Progress 2021 – 2022 coversheet 4.2 Internal Audit Progress 2021 – 2022 4.3 Risk in focus 2022 – Hot Topics 4.4 Guidance Note – Assurance Mapping 4.5 Government Functional Standard	Julie Taylor / Jim Montgomery	10:15
5	External Audit Update Report 2021-22 5.1 External Audit Update coversheet 5.2 External Audit Update Paper	Andrew Kerr	10:30
6	Audit Recommendation Tracker 6.1 Audit Recommendations Tracker coversheet 6.2 Audit Recommendations Tracker Table	Roz McCracken	10:40
7	Education Scotland finance update 7.1 Finance Report 7.2 Finance Report No: 07 Annex 1 7.3 Finance Report No: 07 Annex 2	Gillian Howells	10:50
8	ES Risk Register & Directorate Risk Registers 8.1 Risk Register cover paper 8.2 ES Risk Register 8.3 National Risk Register 8.4 Scrutiny Risk Register 8.5 Regional Risk Register 8.6 Professional Learning and Leadership Risk Register 8.7 Digital Risk Register 8.8 Corporate Services Risk Register 8.9 Directorate Heat map	Roz McCracken	11:05
9	Procurement Annual Report 9.1 Procurement Annual Report coversheet 9.2 Procurement Annual Report 9.3 Procurement Annual Report – Annex A	Gillian Hamilton	11:20

10	Transformation Programme Board 10.1 Transformation Programme Risk Update 10.2 Transformation Programme Dashboard 10.3 Transformation Workstream Summary 10.4 Transformation Delivery Gate Draft Report	Craig Clement	11:35
11	Information Security update 11.1 System Back-Up Overview 11.2 Information Security update	Michael Moynihan	11:50
For information (comments taken by exception) and AoB			
12	Health & Safety and Well-being Quarterly update		12:05
13	Any other business		12:10
14	Risk Are there any risk implications from what has been discussed at this meeting?		
15	Corporate communications Are there any key messages from the meeting to be conveyed to staff?		
Date of next meeting – 2 nd March 2022, 10:00-13:00			