



Audit and Assurance Committee

Date of Meeting	Tuesday 17 September
Time	10:30-14:00
Location	Meeting Room 4.7, Dundee House

Item	Paper	Owner	Purpose	Mins
1. Pre-Meeting – Non Executive Members and Internal/External Audit	N/A	N/A		10
2. Welcome including conflicts of interest	N/A	Chair	Monitor	5
3. Minutes of previous meeting and action tracker	4.1	Chair	Monitor	5
4. 2018-19 Annual Report and Accounts	4.2	James Wallace	Note	15
5. Audit Scotland – Annual audit plus supporting papers	4.3	Mark Taylor	Discuss	15
6. Updated Audit and Assurance Committee Annual Report	4.4	Chair	Note	5
7. Financial Update	4.5	Nicola Bennett	Note	10
8. Error and Fraud Q1 Update	4.6	Meg Fowler	Note	10
9. Risk Management Update plus supporting papers.	4.7	Chris Boyland	Discuss	15
Lunch 20 mins				
10. Business Continuity Update	4.8	Julie Clark	Note	15
11. Audit recommendations update	4.9	Ewan Patterson	Note	10
12. Internal Audit update	4.10	Iain Burns	Note	15

13. Review the efficiency of Internal/External Audit	N/A	Chair	Discuss	10
Total (mins)				

Date of next meeting: 19 November 2019