



Audit and Assurance Committee

Date of Meeting	Tuesday 11 February
Time	10:30-14:00
Location	Meeting Room 4.7, Dundee House

Item	Paper	Owner	Purpose	Mins
1. Welcome including conflicts of interest	N/A	Chair	Monitor	5
2. Risk Deep Dive	6.1	SM Miriam Craven AR EM	Discuss	60
3. Minutes of previous meeting and action tracker	6.2	Chair	Monitor	5
4. Financial Update and Annual Accounts	6.3 a (Finance Paper Cover Report) 6.3 b (December Finance Report) 6.3 c (Annual Accounts Preparation) 6.3 d (Accounts Timeline)	NB	Note	20
5. Error and Fraud and Debt Update	6.4	MF	Monitor	10
6. Fraud and Code of Practice	6.5 a (Cover Paper) 6.5 b (Code of Practice)	MF	Note	10
Lunch				20
7. Risk Management Update	6.6 a (Risk Management Update)	CB	Note	15

	6.6 b (Heat Maps)			
	6.6 c (Strategic Risk Register)			
8. Audit Recommendations Update	6.7	LH	Note	10
9. Internal Audit Directorate Update	6.8 Cover Report Business Continuity Planning Shared Services Interim Estates	IB	Note	10
10. Internal Audit Plan 2020/2021	6.9 a (Cover Report) 6.9 b (Internal Audit Plan)	IB NM	Discuss	15
11. Audit Scotland Update	6.10 a (Cover Report) 6.10 b (Annual Audit Plan)	PM	Discuss	10
				190

Date of next meeting: 19 May 2020