

AUDIT & RISK COMMITTEE

MINUTE OF MEETING

Minute of Meeting of the Audit & Risk Committee held on Wednesday 11 September 2024 at 1000 hours via Microsoft Teams

Agenda Item	<p>Present: Jim Gifford, Chair Leona McDermid Caroline Laurenson Bryan Hutcheson Ellie Zemani</p> <p>In attendance: Anne MacDonald, Senior Audit Manager, Audit Scotland David Archibald, Partner, Henderson Loggie Stuart Thompson, Vice Principal Finance & Resources Susan Lawrance, Secretary to the Board Lorraine Garden, Minute Secretary</p>	Paper
01-24	<p>Apologies for Absence Apologies were received in advance of the meeting from I Watt, D Anderson and G Lawrie</p>	
02-24	<p>Declaration of any Potential Conflicts of Interest in relation to any Agenda Items L McDermid declared a potential conflict of interest by virtue of her position with Aberdeen Foyer.</p>	
03-24	<p>Minute of Previous Meeting – 29 May 2024 The Minute was approved as a true and accurate record.</p>	x
04-24	<p>Matters Arising from the Previous Meeting Members noted that the 2 matters arising had been addressed and marked as complete.</p>	x
	<p>Matters for Decision</p>	
05-24	<p>Internal Audit Reports</p>	

06-24	Committee Terms of Reference AY2024-25 Members considered the Committee's Terms of Reference as presented and were content to agree their adoption. Decision - Approved	x
07-24	Programme of Business AY2024-25 After consideration of the Programme as presented, the content was agreed as proposed,	x

	Decision - Approved	
08-24	Strategic Risk Register	x
	Matters for Discussion	
09-24	Internal Audit Plan AY2024-25 Members were informed of Henderson Loggie's re-appointment as internal auditors. Members noted the development of a new 3-year plan (with scope) which will be brought back to Committee once Leadership Team have had an opportunity to provide input to the Plan. Views on priorities for this academic year were invited, with Wellbeing and Equalities being highlighted by C Laurenson as one option. Action: Draft of 3 year Internal Plan to be circulated to Committee by email when any additional priorities identified by Committee could be added ahead of next Committee meeting when full plan will be presented.	x
10-24	Matters for Information No matters for information were raised.	
11-24	Any Other Business No other business was raised.	
12-24	Summation of Actions and Date of Next Meeting S Lawrance provided a summary of the identified actions. The next meeting of the Audit & Risk Committee will be held on 27 November 2024, (joint meeting with F&R Committee).	

Actions from the Audit and Risk Committee – 11 September 2024			
Agenda Item	Action	Responsibility of	Deadline
05-24	Action:		
09-24	Action: Draft of 3 year Internal Audit Plan to be circulated to Committee via email and taken to next Committee for discussion/approval.	S Thompson/D Archibald	Nov 2024

Signed: J Gifford, Audit & Risk Committee Chair

Dated: 27.11.24