

AUDIT & RISK COMMITTEE

MINUTE OF MEETING

Minute of Meeting of the Audit & Risk Committee held on Wednesday 27 November 2024 at 1000hrs via Microsoft Teams.

Agenda Item	<p>Present: Jim Gifford (Chair) Iain Watt (Vice Chair) Leona McDermid Caroline Laurenson (from 10:40am) Dave Anderson Ellie Zemani Gerry Lawrie</p> <p>In attendance: Anne MacDonald, Senior Audit Manager, Audit Scotland Steve McNaught, Senior Manager, Henderson Loggie Stuart Thompson, Vice Principal Finance & Resources Susan Lawrance, Secretary to the Board Karen Fraser, Minute Secretary</p> <p>Committee Chair J Gifford welcomed all, and specifically G Lawrie to her first Committee Meeting.</p>
13-24	<p>Apologies for Absence Apologies were received in advance from D Archibald and B Hutcheson.</p>
14-24	<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> <p>J Gifford declared a potential conflict of interest by virtue of his position with Aberdeenshire Council.</p>
15-24	<p>Minute of Previous Meeting (11/09/24) The Minute was approved as a true and accurate record.</p>
16-24	<p>Matters Arising Report An IT issue experienced by Henderson Loggie was highlighted with the impact on email communication and circulation of audit plan explained. Members noted the 3-year Internal Audit Plan will be an Agenda topic for the next A&R Committee Meeting.</p>
	Matters for Discussion
17-24	<p>Internal Audit Plan AY2024-25 Henderson Loggie's initial 1-year Internal Audit Plan was presented by S McNaught to Members for review and consideration, recognising that the production of a Plan to cover another 2 years is anticipated.</p>

	<p>Noting that the scope and objectives can be tailored as required and the inclusion of a key is necessary to explain the included asterisks, Members debated the immediate priority areas and the inclusion of Estates and Facilities, Business Development, Data Protection and ASET. Workforce Planning was also deliberated at length.</p> <p>Action: Draft 3-Year plan to be submitted to next Committee for full discussion.</p>
18-24	<p>Audit Certification of Student Activity & Support Fund Year-End Returns</p> <p>The 3 drafted Audit Certification letters to SFC were highlighted, with explanations for the contained recommendations outlined by S McNaught.</p>
19-24	<p>Internal Audit Reports Student Activity Data</p> <p>Members were invited to discuss Henderson Loggie's audit of the FES return, noting the highlighted adjusted and unadjusted errors. S Thompson recognised the opportunity to review procedures, introduce tighter checks, raise awareness of avoidable errors and to instill a more robust oversight via the implementation of the new student records system.</p>
20-24	<p>Annual Audit Report AY2023-24</p> <p>A summation Report capturing Audit outcomes for AY2023-24 was provided for Members to discuss. S Thompson acknowledged the overall positivity of the reports.</p>
21-24	<p>Strategic Risk Register</p>
22-24	<p>Committee Evaluation Feedback</p> <p>Members' feedback was provided to enable consideration with regard to Committee performance. Members were thanked for their responses.</p>
	Matters for Information
23-24	<p>Data Protection Report AY2023/24</p> <p>The Report was shared to facilitate an overview of DPO activities during AY2023/24. Members noted the information provided and observed that no items of concern were raised. S Thompson provided information regarding staff data protection training.</p>
	<p>National Fraud Initiative 2024/25 Update Report</p> <p>S Thompson provided a verbal update and confirmed data has been submitted to the secure website in line with deadlines. Committee noted the matching exercise by Audit Scotland is now being undertaken with data return expected in January. No causes for concern or further investigation are anticipated.</p>

25-24	Any Other Business No items were raised.
26-24	Summation of Actions and Date of Next Meeting S Lawrance provided a summary of the identified actions and confirmed the next Committee Meeting as Wednesday 26 February 2025 at 10:00am.
	<p style="text-align: center;">Meeting ended at 11:21am</p> <p style="text-align: center;">Members of the A&R Committee and External Attendees joined the F&R Committee Meeting at 11:30am</p>
	Reserved Matters for Decision (in conjunction with F&R Committee)
27-24	Draft Audited Financial Statements, 12 Months to 31 July 2024

	Reserved Matters for Discussion (in conjunction with F&R Committee)
28-24	External Audit Annual Report 2023/24
	Members of the A&R Committee and External Attendees left the F&R Committee Meeting at 12:28pm

Actions from the Audit and Risk Committee – 27 November 2024			
Agenda Item	Action	Responsibility of	Deadline
17-24	Internal Audit Plan: Draft 3 Year Audit Plan to be submitted to next Committee for full discussion.	S Thompson	Feb 2025
21-24	Strategic Risk Register:		
21-24	ASET Risk Register:		
27-24	Draft Audited Financial Statements:		
27-24	Draft Audited Financial Statements:		

Signed: J Gifford, Audit & Risk Committee Chair

Dated: 26.02.25