

Annual agenda plan

Purpose

- 1 This paper notifies the Committee of proposed agenda items for future meetings of the Committee.

Agenda items

- 2 Proposed agenda items for forthcoming Committee meetings are shown in the Annex.
- 3 Members are invited to send comments on the annual agenda plan to either the Secretary or Clerk to the Audit and Compliance Committee.

Risk assessment

- 4 There are no risks associated with this paper.

Equality and diversity assessment

- 5 There are no equality and diversity issues specific to the long-term agenda plan.

Publication

- 6 This paper will be published on the Council website following the Committee meeting.

Recommendations

- 7 The Committee is invited to:
 - Note the proposed agenda items.
 - Suggest any further additions or amendments to this list.

Financial implications

- 8 There are no direct financial implications associated with this paper.

Further information

- 9 Contact: Martin Fairbairn, Chief Operating Officer (direct line: 0131 313 6524; email: mfairbairn@sfc.ac.uk).

	5 March 2020	19 June 2020
Regularity, compliance and risk management	<ul style="list-style-type: none"> • Risk Register • Annual report on assessment and management of risk and risk management strategy • Whistleblowing and fraud annual update • Review of accounting policies • Freedom of Information Annual Update • Annual report on legal and regulatory compliance (including information governance) • GDPR update • Information Management Framework annual update • Best Value Implementation Plan annual update 	<ul style="list-style-type: none"> • Risk Register • GDPR update • Business Continuity Annual Update • SFC's Assurance Framework
External audit and accounts	<ul style="list-style-type: none"> • SFC Management Report 2019-20 • Audit Authority European Social Funds Audit 	<ul style="list-style-type: none"> • External Auditor covering letter including Letter of Representation • SFC's Annual Audit Report 2019-20 • Governance Statement 2019-20 • SFC annual report and accounts, year ended 31 March 2020
Internal audit	<ul style="list-style-type: none"> • Follow up of internal audit recommendations • Internal audit reports: <ul style="list-style-type: none"> • Progress • Workforce Planning • Strategic Funds • Follow-up • Draft internal audit plan 2020-21 	<ul style="list-style-type: none"> • Follow up of internal audit recommendations • Internal audit reports: <ul style="list-style-type: none"> • Progress • Annual Internal Audit report 2019-20 • Internal audit plan 2020-21

Other

- Annual agenda plan
- Private meetings with internal and external auditors
- Committee's review of effectiveness of internal and external auditors

- Annual agenda plan
- Future ACC meeting dates
- Audit and Compliance Committee draft annual report

	9 September 2020	15 December 2020
Regularity, compliance and risk management	<ul style="list-style-type: none"> • Risk Register • SFC's Assurance Framework • Monitoring and evaluation of strategic projects 	<ul style="list-style-type: none"> • Risk Register • Annual report on assessment and management of risk and risk management strategy • GDPR update • SFC's Assurance Framework • Information Management Framework Annual Update
External audit and accounts	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Annual Audit Plan
Internal audit	<ul style="list-style-type: none"> • Follow up of internal audit recommendations • Internal audit reports: <ul style="list-style-type: none"> • Progress • tbc • tbc 	<ul style="list-style-type: none"> • Follow up of internal audit recommendations • Internal audit reports: <ul style="list-style-type: none"> • Progress • tbc • tbc
Other	<ul style="list-style-type: none"> • Annual agenda plan 	<ul style="list-style-type: none"> • Annual agenda plan