

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. The current meeting schedule for 2020 includes a meeting on 9 September 2020. However, given that the June meeting was postponed until August, the planned items for September can easily be re-scheduled to the next meeting and there will be very little extra to report in relation to internal audit work, it might be appropriate to cancel the 9 September meeting.
- 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.
- Consider whether or not to cancel the 9 September 2020 meeting.

Financial implications

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

Further information

9 Contact: Martin Fairbairn, Secretary to the Audit and Compliance Committee (direct line: 0131 313 6524; email: mfairbairn@sfc.ac.uk), or Angela Seymour, Clerk to the Audit and Compliance Committee (direct line: 0131 313 6630, email: aseymour@sfc.ac.uk).

	9 September 2020	15 December 2020	4 March 2021	10 June 2021	9 September 2021
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 • SFC's Assurance Framework • Procurement Report 	<ul style="list-style-type: none"> • Risk Register • Monitoring and evaluation of strategic projects 	<ul style="list-style-type: none"> • Risk Register • Whistleblowing and fraud annual update • Review of accounting policies • Updated Information Management Framework • Business Continuity Annual Update 	<ul style="list-style-type: none"> • Risk Register • Annual report on legal and regulatory compliance (including information governance) • Best Value Implementation Plan annual update • GDPR update • Business Continuity Annual Update 	<ul style="list-style-type: none"> • Risk Register • Annual report on assessment and management of risk and risk management strategy • SFC's Assurance Framework • Procurement Report • Monitoring and evaluation of strategic projects
External audit and accounts		<ul style="list-style-type: none"> • Annual Audit Plan 	<ul style="list-style-type: none"> • SFC Management Report 2020-21 	<ul style="list-style-type: none"> • External Auditor covering letter including Letter of Representation • SFC's Annual Audit Report 2020-21 • Governance Statement 2020-21 • SFC annual report and accounts, year ended 31 March 2021 	<ul style="list-style-type: none"> •
Internal audit	<ul style="list-style-type: none"> • Follow up of internal audit recommendations • Internal audit reports 	<ul style="list-style-type: none"> • Follow up of internal audit recommendations • Internal audit reports 	<ul style="list-style-type: none"> • Follow up of internal audit recommendations • Internal audit reports: • Draft internal audit plan 2021-22 	<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 2021-22 	<ul style="list-style-type: none"> • Follow up of internal audit recommendations • Internal audit reports: • Future internal audit arrangements

<p>Other</p>	<ul style="list-style-type: none"> • Annual agenda plan 	<ul style="list-style-type: none"> • Annual agenda plan 	<ul style="list-style-type: none"> • Annual agenda plan • Review of draft effectiveness questionnaires (Committee, internal audit and external audit) • Private meetings with internal and external auditors • Committee's review of effectiveness of internal and external auditors 	<ul style="list-style-type: none"> • Annual agenda plan • Future ACC meeting dates • Audit and Compliance Committee draft annual report 	<ul style="list-style-type: none"> • Annual agenda plan
---------------------	--	--	--	--	--