

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:
 - Approve 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: Richard Maconachie, Secretary to the Audit and Compliance Committee, email: rmaconachie@sfc.ac.uk, or Sybille Rush, Clerk to the Audit and Compliance Committee, email: srush@sfc.ac.uk

	9 June 2022	26 August 2022
Regularity, compliance and risk management	<ul style="list-style-type: none"> • Risk Register • Business Continuity Annual Update 	<ul style="list-style-type: none"> • Risk Register • Annual report on legal and regulatory compliance (moved from June) • Annual report on assessment and management of risk and risk management strategy • Information governance annual update (incl. GDPR, Freedom of Information, and Records Management) (moved from June) • Best Value Implementation Plan annual update (moved from June) • SFC's Assurance Framework • Procurement Report • Monitoring and evaluation of strategic projects (Annual update) (moved from June)
External audit and accounts	<ul style="list-style-type: none"> • SFC draft annual report and accounts, year ended 31 March 2022 • Audit Scotland report 'Planning for Skills' 	<ul style="list-style-type: none"> • SFC final draft annual report and accounts, year ended 31 March 2022 • External Auditor covering letter including Letter of Representation • SFC's Annual Audit Report 2021-22 • Governance Statement 2021-22
Internal audit	<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 2020-21 • Internal audit plan 2022-23 	<ul style="list-style-type: none"> • Follow-up of internal audit recommendations • Internal audit reports • Future internal audit arrangements
Other	<ul style="list-style-type: none"> • Evaluation questionnaires summary of responses • Annual agenda plan • Future ACC meeting dates • Audit and Compliance Committee draft annual report • Update on cyber security 	<ul style="list-style-type: none"> • Evaluation questionnaires (revisit responses on completion of year-end) • Annual agenda plan

	8 December 2022	March 2023
Regularity, compliance and risk management	<ul style="list-style-type: none"> • Risk Register • Monitoring and evaluation of strategic projects • SFC's Assurance Framework • Annual review of Business Continuity Plan • 	<ul style="list-style-type: none"> • SFC Risk Register and Risk Management Strategy • Freedom of Information annual update • Whistleblowing and fraud annual update • Review of accounting policies • Review of draft evaluation questionnaires
External audit and accounts	<ul style="list-style-type: none"> • Annual Audit Plan 	<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"> • Follow-up of internal audit recommendations • Internal audit reports • Draft internal audit plan 2022-23 • Annual review of internal audit mission and charter
Other	<ul style="list-style-type: none"> • Annual agenda plan 	<ul style="list-style-type: none"> • Review of draft effectiveness questionnaires (Committee, internal audit and external audit) • Annual agenda plan • Clerk review Committee Standing Orders

	June 2023	August / September 2023
Regularity, compliance and risk management	<ul style="list-style-type: none"> • Risk Register • Annual report on legal and regulatory compliance • Information governance annual update (incl. GDPR, Freedom of Information, and Records Management) • Best Value Implementation Plan annual 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"> • External Auditor covering letter including Letter of Representation • SFC's Annual Audit Report 2022-23 • Governance Statement 2022-23 • SFC draft annual report and accounts, year ended 31 March 2023 	<ul style="list-style-type: none"> • SFC final draft annual report and accounts, year ended 31 March 2023
Internal audit	<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 2021-22 • Internal audit plan 2023-24 	<ul style="list-style-type: none"> • Follow-up of internal audit recommendations • Internal audit reports • Future internal audit arrangements
Other	<ul style="list-style-type: none"> • Monitoring and Evaluation annual update • Annual agenda plan • Future ACC meeting dates • Audit and Compliance Committee draft annual report • Update on cyber security 	<ul style="list-style-type: none"> • Annual agenda plan