

SCOTTISH SOCIAL SERVICES COUNCIL

**Unconfirmed minutes of the Audit Committee
held on 6 December 2017 at 1.30 pm
in Compass House, Dundee**

Present: Andrew Rome, Council Member (Chair)
Dame Anne Begg, Council Member

In Attendance: Anna Fowlie, Chief Executive
Lorraine Gray, Director of Strategic Performance and Engagement
Kenny Dick, Head of Shared Services
Nicky Anderson, Head of Finance
Audrey Wallace, minute taker

- | | | ACTIONS |
|------------|--|----------------|
| 1 | Welcome | |
| 1.1 | The Chair welcomed everyone to the meeting. | |
| 2 | Apologies for absence | |
| 2.1 | Apologies for absence were received from Professor Joyce Lishman, Council Member and Forbes Mitchell, Chair and Council Member. It was noted that this meant that the Committee was inquorate and that no decisions could therefore be made today. | |
| 3 | Declaration of interest | |
| 3.1 | There was no declaration of interest. | |
| 4 | Minutes of previous meetings | |
| 4.1 | Minutes of meeting of 27 September 2017 | |
| 4.1 | The minutes of the meeting held on 27 September 2017 were approved as a correct record. | |
| 5 | Matters arising | |
| 5.1 | Paperless meetings | |
| 5.1.1 | Anna Fowlie updated the Committee on the position with the digital transformation project and its impact on the timetable for moving to paperless meetings. Members noted the timescale. | |
| 5.2 | Workforce planning | |
| 5.2.1 | Deirdre Joy updated the Committee on the good progress with the auditors recommendations, advising that she only required the deadline to be extended in one area in order to complete the work. | H of HR |

5.3 Accountable Officer feedback on Audit Committee performance

- 5.3.1 Anna Fowlie commented that she had only positive comments to make on the work of the Audit Committee and that should there be concerns she would report them to the Committee.

6 Audit Committee rolling action sheet

- 6.1 The Committee noted the Audit Committee rolling action record.

7 2017/18 Internal Audit Plan progress report

- 7.1 Cathie Wyllie presented report 16/2017 which informed the Committee that the auditor's report on digital strategy would be submitted to the June 2018 meeting and that the reports on expendables and treasury and cash management would be submitted to the meeting in February 2018.

- 7.2 The Committee:

1. noted the report
2. noted that revised dates for submission of the audit reports.

8 Internal Audit Plan follow up report

- 8.1 Cathie Wyllie presented report 17/2017 and confirmed that there were no matters of concern and nothing outstanding.

- 8.2 The Committee:

1. noted the report.

9 Timetable for production of Annual Accounts

- 9.1 Kenny Dick advised that for the next year, there would be no change to the timetable in submission of Annual Accounts. He would be meeting with the external auditors to discuss future years, but for now, the current timetable suits the SSSC processes.

H of SS

10 Horizon scanning

- 10.1 The main potential issues on the horizon noted were
- Brexit and its implications
 - the introduction of GDPR in May 2018
 - consultation by the Scottish Government on empowering Schools and whether this will affect the early years workers; if appropriate, this will be included within the Strategic Risk Register for 2018/19.

EMT

11 Calendar of business

11.1 The calendar of business was noted.

12 Extracts on risk from committee minutes

12.1 The risks raised at the Resources Committee in September and Council in October were noted.

13 AOCB

13.1 There was no other business.

14 Proposed dates of meetings in 2018

14.1 Following consultation with members and officers on proposed changes, the following dates of meetings for 2018 were agreed: 28 February, 30 May, 29 August (to consider Annual Accounts only), 26 September and 5 December.

Ctte
Sppt

15 Date of next meeting

15.1 The next meeting will be held on 28 February 2018 at 1.30 pm.

Committee started: 1.30pm
Committee finished: 2.35pm

Signed _____
Andy Rome
Vice-Chair of the Audit Committee

Date_____