

Quality Meat Scotland
Minutes of the Audit and Risk Management Committee Meeting
5th March 2025, 1.30pm – 4pm
Microsoft Teams

Present:

Ann Irvine - Chair
Gordon Wallace
Niall Jeffrey

Minutes:

Debbie Phillips

In attendance:

Debbie Phillips (QMS)
Niamh Pritchard (External Auditor - Audit Scotland)
Martin Ritchie (Internal Auditor - tiaa)
Pamela Bryan (External Auditor - Audit Scotland)
Paul Byrne (Accountant)
Sarah Millar (QMS)

Apologies:

Detail	Action
Welcome & Apologies Ann Irvine welcomed everyone to the meeting. There were no apologies.	
Additions to the agenda There were no additions to the agenda.	
Declaration of interests in any agenda item There were no declarations of interests in any agenda item.	
Approve Minutes of ARC meeting on 16th October 2024 The committee approved the minutes from the 16 th October as an accurate record of the meeting.	
<i>Commercial in Confidence</i> - Update on Action Points The committee reviewed the actions from previous meetings and with no outstanding actions, no further updates were given.	
Internal Audit - Internal Audit report – Market Intelligence Martin Ritchie presented the report on the Market Intelligence audit which took place in November 2024.	

<p>Martin advised that the overall assessment score given was substantial assurance which is the highest assurance. One recommendation was made regarding making sure that Market Intelligence procedures are formally documented. No operational effectiveness matters (OEM) were identified.</p> <p>Ann Irvine and the committee thanked Debbie Phillips and her team for the work put in to receiving an excellent report and highlighted the fact that two points of good practice were identified.</p>	
<p>External Audit - Finalise External Audit Plan for 2024/25 Financial Year</p> <p>Pamela Bryan presented the External Audit Plan for 2024/ 2025</p>	
<p>Review Risk Register</p> <p>The committee reviewed the risk register and the comments that Debbie Phillips had received from the Board and the risk register review team within QMS staff. Under each risk where there was a comment given, it was agreed for Debbie to make the following changes:</p> <p><u>Industry Risks</u></p> <ul style="list-style-type: none"> ▪ 1.1 – no change ▪ 1.2 – not to be downgraded ▪ 1.4 – add additional information using supporting comment ▪ 1.6 – reduced the scoring both inherent and residual on this risk ▪ 1.8 – No need for this additional risk, element covered enough elsewhere ▪ 2.1 – No change to scoring ▪ 2.2 – No change <p><u>Organisational Risks</u></p> <ul style="list-style-type: none"> ▪ 2.4 – Increase scoring ▪ 2.10 – Keep on internal register 	
<p>Discussion Points from Oversight of Risk Training</p> <p>Ann Irvine highlighted that the Board attended in person training on ‘Oversight of Risk’ on the 6th November 2024. There were a few actions taken which were to be brought to the Audit & Risk Committee for discussion.</p> <p>Ann presented the paper with the actions from the training.</p>	
<p>Scheme of Delegation including appendices</p> <p>The committee reviewed the Scheme of Delegation and agreed the following changes/ actions to appendices were required:</p> <ul style="list-style-type: none"> ▪ Appendix 13, The Brands integrity advisory committee is to be made a permanent committee and TOR are to be reviewed and presented to the June ARC meeting. 	<p>Pete/ Sarah</p>

<ul style="list-style-type: none"> ▪ Appendix 14 was not the current ToR, the current version are to be sent to the committee for reference. ▪ Appendix 16, review to reflect new structure and update job roles. 	<p>Kirsty</p> <p>Debbie</p>
<p>Review list of QMS Policies and Procedures</p> <p>Debbie Phillips presented the current list of policies and procedures and asked the committee if there were any policies or procedures that they feel should be added.</p> <p>There were no additional policies or procedures required.</p>	
<p>Annual Summary of FOI requests 2024</p> <p>Debbie Phillips presented the report which confirmed that there were 10 FOI requests received in 2024 which was 5 less than the previous year.</p> <p>Ann Irvine will update the Board at the April Board meeting.</p>	
<p>Review Health and Safety Report 2024</p> <p>Debbie Phillips presented the report on the Health & Safety activity in 2024.</p> <p>All staff had completed online training courses on Manual Handling and Display Screen Equipment.</p> <p>The report had a couple of additions following an action from the Board at an oversight of risk training course. These included a note of QMS first aiders and QMS Fire Marshalls.</p> <p>It was agreed to add qualification dates and expiry dates to the qualified first aiders.</p> <p>Ann Irvine will update the Board at the April Board meeting.</p>	<p>Kirsty</p> <p>Ann</p>
<p>Annual GDPR Report 2024</p> <p>Debbie Phillips present the GDPR Report for 2024.</p> <p>Ann Irvine will update the Board at the April Board meeting.</p>	<p>Ann</p>
<p>Discussion on Consumer Duty Guidance for Public Bodies</p> <p>The committee had a discussion on consumer guidance for public bodies.</p>	
<p>Board Succession Planning</p> <p>Sarah Millar presented the paper on Board Succession Planning which highlighted that there are 5 Board members who's first term are coming to an end in September 2025.</p>	

<p>The Chair and Chief Executive are working on proposals to mitigate and risk to the organisation and continuity and handover.</p> <p>It was agreed for Sarah to bring a proposal to the April Board meeting.</p>	<p>Sarah</p>
<p>Complete Committee Self-evaluation Questionnaire</p> <p>Ann notified the committee that Kirsty will send out the committee self-evaluation questionnaire when issuing the minutes for this meeting.</p> <p>The committee are to complete the questionnaire and return to Kirsty.</p> <p>The results of the questionnaire will then be reviewed at the June meeting.</p>	
<p>Date of future meetings:</p> <ul style="list-style-type: none"> ▪ Tuesday 24th June 1.30pm ▪ Tuesday 14th October 1.30pm 	