

Audit & Risk Management Committee

Minutes from Meeting on Monday 7th November 2022

QUALITY MEAT SCOTLAND

Minutes of the Audit and Risk Management Committee Meeting
7th November 2022 7.30pm – 9.30pm

Present:

Ann Irvine - Chair
Gordon Wallace
Niall Jeffrey
Pete Brown

Minutes:

Kirsty McCormack

In attendance:

Debbie Phillips (QMS)
Martin Ritchie (tiaa)
Paul Byrne (Accountant)
Sarah Millar (QMS)

1.	Welcome & Apologies	ACTION
	Ann Irvine welcomed everyone to the meeting which was Niall Jeffreys first Audit & Risk Management Committee meeting. There were no apologies	
2.	Additions to the agenda	
	There were no additions to the agenda.	
3.	Declaration of interests in any agenda item	
	There were no declarations of interests in any agenda item.	
4.	Approve Minutes of meeting on the 28 th June 2022	
	The committee approved the minutes as an accurate record of the meeting.	
5.	Update of Action Points from previous meeting	
	Debbie Phillips updated the committee on the following actions: <u>Actions from 9th March Meeting</u> No.12 - We are looking at an agreed code of conduct with partner organisations. A new stakeholder group has been put together and that could be the correct forum for it. Debbie will bring an update to the next meeting. <u>Actions from 28th June Meeting</u> No. 13 – Debbie advised that the Governance statement forms part of the annual accounts so it does come to the committee but as the final version. The committee agreed that going forward it should be brought to the committee for review before final version is agreed. Debbie will make note of this.	Debbie Debbie

	<p>No. 6 - Ann advised that she will ask for the Boards approval on Market Intelligence & External Affairs being added to the 23/24 internal audit plan.</p> <p>Kirsty will mark the following actions as complete:4, 6, 7 and 16.</p>	<p>Ann</p> <p>Kirsty</p>
6.	Internal Audit	
6a.	Audit Report - GDPR	
	<p>Martin Ritchie presented the report on the GDPR audit which took place in August 2022.</p> <p>Martin advised that overall assessment score given was substantial assurance which is the highest assurance. No recommendations were made, and no operational effectiveness matters were identified.</p> <p>This confirms that there is a robust system of internal controls operating effectively to ensure that risks are managed and process objectives achieved.</p> <p>Ann Irvine and the committee thanked Debbie Phillips and her team for the work put in to receive an excellent report.</p> <p>Martin advised that with the confirmation of Market Intelligence & External Affairs being added to the audit plan for 23/ 24, he will bring to the next meeting, the table of audit plan to confirm timings of future audits.</p>	<p>Martin/ Debbie</p>
6b.	Update on outstanding actions	
	<p>Martin advised that were no outstanding actions to report.</p>	
7.	Review of Risk Register and Dashboard Information	
	<p>The committee reviewed the risk register and agreed for Debbie Phillips to make the following changes:</p> <ul style="list-style-type: none"> ▪ Page 21 – Red Tractor should be removed for it to just read assurance. <p>Organisational Risks</p> <ul style="list-style-type: none"> ▪ 2.6 – Remove reference to LR ▪ 2.7 – Change to continuing accreditation, remove within the 6 month period. Debbie to check with Kathryn Kerr when spot checks/ visits will take place. ▪ 2.8 – Risk be set at low risk, medium impact – expand text on withdrawals, resulting in loss in membership income ▪ 2.9 – Risk numbers to be set once all conversations are had with stakeholders. ▪ 	<p>Debbie</p>
8.	Annual Review of Audit Committee Terms of Reference	
	<p>The committee reviewed the committee's terms of reference and agreed that there are no changes to be made.</p>	
9.	ARC Meeting Schedule	
	<p>Debbie Phillips asked the committee on how they would like to have future meetings, in person or virtual.</p>	

	The committee agreed that they would keep meetings virtual over Teams or Zoom.	
10.	Any other business	
	There was no other business raised.	
11.	Dates of Next Meetings	
	<u>Confirmed</u> Wednesday 8 th March 2023 at 1.30pm <u>TBC</u> Wednesday 7 th June 2023 at 1.30pm Wednesday 18 th October 2023 at 1.30pm Debbie will get confirmation on if the June Board meeting will take place on the 7 th or on another date due to the Board meeting.	Debbie