



JOINT MEETING OF THE AUDIT AND FINANCE & GENERAL PURPOSES COMMITTEES

to be held at 2.15pm on Friday 26 February 2020
by MS Teams – link in meeting request

Chairs: Scott Matheson and Maggie Tierney

A G E N D A

Item no		Status For:	Papers
21.1.1	Welcome		
21.1.2	Declarations of interest & to identify any items deemed confidential		
21.1.3	Minutes of previous meetings of: <ul style="list-style-type: none"> • Audit held 11th December 2020. • Audit confidential minute 11th December 2020. • F&GP held 27th November 2020. 	To approve/sign To approve/sign To approve/sign	Attached Attached Attached
21.1.4	Outstanding Actions <ul style="list-style-type: none"> • Action list – Audit • Action list – F&GP 	To review To review	Below Below
21.1.5	Matters arising (a) Nursery update	For information	Oral
21.1.6	Capital Infrastructure Investment: New Dunoon Learning Centre update	For information	Oral
21.1.7	Risk Register	To consider	Attached
21.1.8	Internal Audit reports 19/20– Review of reports and actions to date	For information	Oral
21.1.9	Internal Audit Plan 20/21 – presentation by HLCA	To consider	To follow
21.1.10	Draft Audited accounts for year ended 31 July 2020	To consider	To follow
21.1.11	Draft Union Recognition – update	For information	Oral
21.1.12	Health & Safety <ul style="list-style-type: none"> i) Quarterly health & safety report ii) H & S Policy for approval 	For information To consider	Attached

			Attached
21.1.13	Management Accounts to 31 January 2021	To consider	Attached
21.1.14	AOCB a) RAM Consultation – update b) UHI 'Financial Recovery Plan' – update c) UHI Aligned Common Finance Service – update d) CCTV Policy e) Review of accounting procedures	For information For information For information For approval To consider	Oral Oral Oral Attached To follow
21.1.15	Date of next meeting: Board Meeting: 12 th March Committee Meeting: 21 st May		



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Outstanding Actions - Audit

		Responsibility	Deadline
September 2020			
Capital Expenditure Plan	<i>To be produced for committee's information as requested</i>	AEC	<i>Feb 2021</i>
November 2020			
Internal audit reports	NEST pension scheme – historical calculations to be verified.	AEC	Feb 2021
Capital Expenditure Plan	To be produced for committee's information as requested.	AEC	Feb 2021
Risk Register	Resourcing to be added to risk register.	MJ	Jan 2021



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Outstanding Actions – F&GP

		Responsibility	Deadline
September 2020			
Capital Expenditure Plan	<i>To be produced for committee's information as requested</i>	AEC	Feb 2021
November 2020			
Capital Expenditure Plan	To be produced for committee's information as requested	AEC	Feb 2021
Mapping exercise	Ascertain whether any committee member has the required financial background.	VD	Feb 2021
RAM Consultation	Look at the consultation questions and create a short, bulleted paper for the board.	MJ	11 th Dec BM