

SCOTTISH CRIMINAL CASES REVIEW COMMISSION

MINUTES OF THE MEETING OF THE AUDIT COMMITTEE ON THURSDAY 5 DECEMBER 2019 @ 10:30, PORTLAND HOUSE

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In line with the Commission's Disclosure policy, various paragraphs may have been edited or deleted from these minutes as the information contained therein relates to specific case information and/or personnel-related matters. Where the summary of discussion has been edited or the names have been deleted, this is indicated at the start of the relevant paragraph or section

Members of the Audit Committee:

Mrs Elaine Noad (Chair)
Professor Jim Fraser
Ms Carol Gammie

In attendance:

Mrs Liz Maconachie, Senior Audit Manager, Audit Scotland
Mrs Mabel Hall, Internal Audit Manager, Scottish Government
Mr Gerry Sinclair, Chief Executive
Mr Chris Reddick, Director of Corporate Services, SCCRC (minutes)

1.0 Apologies

Mr Jim Montgomery, Senior Internal Audit Manager at Scottish Government, had submitted his apologies. Mrs Noad also welcomed Ms Gammie to her first meeting of the Audit Committee.

2.0 Conflicts of Interest/Declarations of Interest/Gifts & Hospitality

Members were asked to declare any known conflicts of interests or gifts and hospitality.

There were no declarations of conflicts, gifts or hospitality.

3.0 Minutes of the Audit Committee meeting held on 13 June 2019

The Audit Committee noted the minutes of the meeting held on 13 June 2019. The Audit Committee also noted the version for the publication scheme.

4.0 Matters Arising

Mr Sinclair welcomed Members of the Audit Committee and the internal and external auditors to the Commission's new premises, confirming that the move took place on

14 October 2019 and all works were now complete, subject to some minor snagging issues being dealt with by the contractors. He provided a full overview of the move, including the business case which considered other accommodation alternatives, the incentives being offer by the existing landlord and the full benefits that had been realised, all of which were noted by the Audit Committee.

5.0 Internal Audit

Quarterly Bulletin – November 2019

- 5.1 Mrs Hall provided an overview of the latest Directorate of Internal Audit & Assurance Quarterly Bulletin, confirming that these had commenced in 2018 as a way for internal audit to share information and lessons learned.

Co-Sourcing Partner

- 5.2 Mrs Hall reported to the Audit Committee that Ernst & Young had been appointed as a Co-sourcing Partner by Scottish Government Directorate of Internal Audit and Assurance, confirming that they would be used to fill any gaps in audit resource in order to ensure full delivery of the audit plan.

6.0 Risk Management (edited)

- 6.1 Mr Reddick provided an overview of the quarter 2 update to the Commission's Corporate Risk Register, confirming that there had been no specific changes to the top 10 risks recorded or their scoring. He noted some of the key updates in respect of ongoing control actions.
- 6.2 Mr Reddick also referred to an earlier discussion at the Board with regard to the Commission's risk management arrangement, and he provided an update about that arrangement.
- 6.3 The Audit Committee discussed Mr Reddick's proposals and endorsed his suggestions.

7.0 Business Continuity Planning

- 7.1 Mr Reddick provided the Audit Committee with a full update on the Commission's Business Continuity Plan, confirming that this had been updated since the last meeting of the Audit Committee to take account of staff/Board changes, changes to key contacts and contractors and updates in respect of both planned and unplanned tests to the plan. He also confirmed that the version circulated was the redacted version and that the full version would be available for inspection at the end of the meeting by Members or the auditors.
- 7.2 The Audit Committee discussed the plan in detail and made a number of minor suggested updates.

8.0 Audit Committee Terms of Reference

Mr Reddick presented the updated Audit Committee Terms of Reference, noting that only minor updates had been included. The Audit Committee approved the updated terms of reference document.

9.0 AOCB

- 9.1 Mr Reddick confirmed that he had circulated the Public Bodies Information Update 195 to Members for information and provided some background into the document which attempted to pull together recurring/common themes arising from Audit Scotland reviews of public bodies. The document was discussed in detail and Mrs Noad asked that a copy of the executive summary and cover note be included on the Board agenda for information.
- 9.2 Mr Reddick confirmed that he would discuss Audit Committee induction requirements with Ms Gammie.
- 9.3 Mrs Maconachie confirmed that the External Audit Annual Plan would be available for consideration at the next Audit Committee meeting in February 2020.

10.0 Date of Next Meeting

The dates of the next meetings were confirmed as:

- Thursday 13 February 2020 @ 10:30
- Thursday 4 June 2020 @ 10:30

Chris Reddick
19 December 2019