

SCOTTISH CRIMINAL CASES REVIEW COMMISSION

MINUTES OF THE MEETING OF THE AUDIT COMMITTEE ON THURSDAY 7 DECEMBER 2017 @ 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:

Professor Jim Fraser, Chairman
Mrs Elaine Noad
Mr Colin Dunipace

In attendance:

Ms Amy McNee, Internal Auditor, Scottish Government
Mr Gerard Sinclair, Chief Executive
Mr Chris Reddick, Director of Corporate Services, SCCRC (minutes)

1.0 Apologies

Mrs Hall had submitted her apologies.

2.0 Minutes of the Audit Committee meeting held on 13 June 2017

The Audit Committee noted the minutes of the meeting held on 13 June 2017, having previously approved them by email. The Audit Committee also noted the version for the publication scheme.

3.0 Matters Arising

There were no matters arising.

4.0 Internal Audit

SCCRC Progress Report 2017-18

4.1 Ms McNee presented the 2017-18 Progress Report to Members confirming that a planning meeting had been held on 30 November 2017 for the 2017-18 Annual Review which will include operational financial controls, equal opportunities and stakeholder engagement. She also confirmed that work was underway in respect of the follow-up of the 2016-17 Annual Review.

- 4.2 The Audit Committee discussed the Progress Report in full and noted its contents.

SG: Strategic Review Follow-up

- 4.3 Ms McNee presented the SG: Strategic Review Follow-up to Members confirming that this had been circulated for information and to provide an update on the progress of original recommendation implementation at Scottish Government. Members discussed the report and noted that this was particularly detailed.

SG Internal Audit Directorate: October Bulletin 2017

- 4.4 Ms McNee confirmed that she had circulated the first of the Scottish Government's new quarterly Internal Audit Directorate bulletins for information.

5.0 Risk Management (edited)

- 5.1 Mr Reddick provided the Audit Committee with a full update on the Commission's Corporate Risk Register for quarter 2 and in particular set out the additional control actions and activities that had been undertaken in respect of the specific risks listed. He confirmed that the Board would receive the updated Risk Register in January 2018 following review by the Audit Committee.
- 5.2 Professor Fraser referred to the risks in one specific area. Mr Reddick confirmed the Commission's position in that regard
- 5.3 Professor Fraser referred to the formatting on pages 40 and 41 of the register on Boardbooks and suggested that this be updated to be consistent with the rest of the document. Mr Reddick agreed to take this forward. In respect of specific risks, Professor Fraser proposed two changes. After full discussion, Members agreed to present these proposed changes to the Board in January 2018.

6.0 Business Continuity Plan

- 7.1 Mr Reddick presented the redacted version of the updated Business Continuity Plan, confirming that the majority of updates were in respect of staffing details and contact information. He also confirmed that details of the latest tests of the plan had been recorded within the appendix. He noted that the tests specifically focused on the Commission's backup arrangements and reinstatement of backed up data and provided additional assurance over these processes.
- 7.2 Mrs Noad asked how frequently the plan was revisited and updated and Mr Reddick confirmed that this was done quarterly and always presented to the Audit Committee for review. Professor Fraser noted a few suggested amendments which Mr Reddick agreed to take forward.

7.0 Best Value Action Plan

Mr Reddick confirmed to Members that all outstanding actions from the Commission's last Best Value Review had been incorporated within the 2017-18 Business Plan Objectives. He noted that progress on these objectives was a standing item on management team agendas and that annual performance was reported to the Board. After discussion it was agreed that it would be useful for the Audit Committee to have an update throughout the year on the progress against these objectives. Mr Reddick agreed to take this forward.

8.0 Any Other Competent Business (edited)

8.1 Mr Sinclair confirmed that he and Mr Reddick had met with Scottish Government on 5 December 2017.

9.0 Date of Next Meeting

Mr Reddick agreed to circulate proposed dates for the next meeting.

Chris Reddick
16 January 2018