

**PERFORMANCE AND AUDIT COMMITTEE**  
**Thursday 1 March 2018 at 10.30am**  
**Board Room, 79 Hopetoun Street, Edinburgh**

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**AGENDA**

- 1. Apologies for Absence**
- 2. Declaration of Interest**
- 3. Minutes of the Meeting held on 9 November** (paper attached)  
**Confidential Minutes of the Meeting held on 9 November** (paper attached)
- 4. Business Arising from Previous Meeting**
  - (i) Action list from meeting held on 9 November (paper attached)
- 5. Priority Items**
  - (i) **Confidential Item:** (paper attached)  
External Audit Plan 2017-18
  - (ii) EFQM update on progress (paper attached)
- 6. Performance**
  - (i) **Confidential Item:** (paper attached)  
Key Performance Indicators - Quarter 3 (October-December 2017)
  - (ii) Business Strategy Tasks - Quarter 3 (October-December 2017) (paper attached)
  - (iii) Complaints Update (paper attached)
  - (iv) **Confidential Item:** (paper attached)  
Development Performance Report

**7. Internal Audit**

- (i) Internal Audit Reports:
  - (a) Data Protection (paper attached)
  - (b) IT security (paper attached)
  - (c) Follow-Up Review (paper attached)
- (ii) Progress Update on Audit Recommendations Q3 (October-December 2017) (paper attached)
- (iii) Internal Audit Plan 2018/19 (paper attached)

**8. Policies**

**9. Risk Management**

- (i) Risk Register – October 2017-February 2018 (paper attached)

**10. Any Other Business**

**11. Date of Next Meeting - Thursday 21 June 2018 - Edinburgh**