

**Minutes of the Meeting of the Audit & Risk Committee  
held on 8 September 2022 at 10.30am  
via Zoom**

**PRESENT:** Isabel McGarvie Chair  
Robert Fernie  
Margaret Moore

**IN ATTENDANCE:** Paula Rice Director of Finance & Technology  
Nikki Ritchie Director of People & OD  
Christina Greig Head of Strategic Programmes &  
Improvement  
Clare Beesley Governance Manager  
Martin Ritchie Internal Auditor, TIAA (up to and including  
Minute 064(ii) only)  
Peter Freer Allia C&C (Minute 065(iii) only)  
Alex Davies Allia C&C (Minute 065(iii) only)

**060. Apologies for Absence**

Apologies for absence were received from the Chief Executive, Director of Business Development, Director of Customer Experience and Interim Director of Finance & Technology.

**061. Declaration of Interests**

There were no declarations of interest.

**062. Minutes**

- (i) Minutes of Meeting held on 30 June 2022  
The Minutes of the Audit & Risk Committee meeting held on 30 June 2022 were approved and signed by the Chair.
- (ii) Confidential Minutes of Meeting held on 30 June 2022  
The Confidential Minutes of the Audit & Risk Committee meeting held on 30 June 2022 were approved and signed by the Chair.

**063. Business Arising**

- (i) Action List  
**The Audit & Risk Committee noted the Action List.**

**064. Internal Audit**

- (i) Procurement Review  
The Committee received Report A&RC/5(i)/SEP/22 from the Head of Strategic Projects & Improvements.

It was noted that the audit had received limited assurance which had been expected. The Director of Finance & Technology advised that actions were in place to remedy the issues highlighted in the report.

The Internal Auditor advised that there were 2 urgent, 4 important and 2 routine recommendations. There had also been one point of good practice highlighted within the report.

A query was raised as to whether there was any suggestion that contracts had been incorrectly awarded. The Internal Auditor advised that issues related to the lack of evidence available whilst undertaking the audit which meant that full verification could not be done. He also advised that, of the seven areas tested, only two could be properly audited with the remaining five lacking sufficient evidence.

The Director of Finance & Technology advised that the majority of large contracts were dealt with by the Asset Management team and they were much more used to these processes and retaining relevant data. There was an issue at present with information being kept in numerous places. One of the actions is to develop an area to hold all of this centrally.

The Chair suggested that, given the audit was one of the poorest of late, that there should be a follow up review. The Committee agreed that this would be useful, and the Director of Finance & Technology confirmed that she would look to liaise with the Internal Auditor to add this into the audit plan either as a stand alone audit or as part of the year end review if appropriate, to take place in 6 months' time. It was also suggested that the Procurement Manager attend the Committee meeting.

**The Audit & Risk Committee:**

- (i) **approved the Internal Auditor's report for Assurance Review of Procurement;**  
(ii) **noted the eight recommendations; and**  
(iii) **agreed that the Internal Auditor undertake a follow up review in 6 months' time.**
- (ii) Change Management Review  
The Committee received Report A&R/5(ii)/SEP/22 from the Head of Strategic Projects & Improvement.

It was noted that the audit had received reasonable assurance with 1 important and 6 routine recommendations.

The Internal Auditor advised that the main recommendation relating to risk management although the overall framework was generally good.

A query was raised in respect of the project log and when this would be available. The Head of Strategic Projects & Improvements confirmed that this would be introduced in October 2022.

**The Audit & Risk Committee:**

- (i) approved the Internal Auditor's report for Assurance Review of Project and Change Management; and**
- (ii) noted the seven recommendations.**

**065. Priority Items**

- (i) Confidential: Redacted
- (ii) Confidential: Redacted
- (iii) Confidential: Redacted

**066. Items for Noting**

- (i) Procurement Policy

The Committee received Report A&R/7(i)/SEP/22 from the Procurement Manager.

The Director of Finance & Technology advised that the policy had been revised to ensure that changes made it more concise and met requirements of a modern policy format. The main changes related to inclusion of reference to human trafficking and updates in respect of procurement routes and templates.

The Committee felt that the policy was good and provided detailed information. A query was raised in respect of what controls were in place to ensure that the policy was complied with. The Director of Finance & Technology advised that a plan was in place to enforce consistencies as well as a SharePoint site where all information would be held in one place. She advised that the implementation of the recommendations coming out of the internal audit would assist going forward.

A request was made for more information to be provided to the Committee in respect of examples of community benefit which were not highlighted within the policy. The Director of Finance & Technology confirmed that she would discuss this with the Procurement Manager and should be included in future procurement reports.

A query was raised in respect of whether there were any cases of tenders which would require Board approval first. The Director of Finance & Technology advised that the delegated authority process was currently being looked at, but it was unlikely that there would be cases where Board

approval would be required as this approval was part of the annual budget approval process. Any specific approvals would be brought forward in the form of a paper.

**The Audit & Risk Committee approved the Procurement Policy.**

(ii) Annual Procurement Report

The Committee received Report A&R/7(ii)/SEP/22 from the Procurement Manager.

The Director of Finance & Technology advised that this was a holding report which met the minimum requirements. A more detailed report is expected to be prepared for future updates. A request was made for the responsible officer to be added to the report and the Director of Finance & Technology confirmed that this would be looked at going forward. It was noted that the report would be submitted externally.

The Committee agreed that it was a good start. A request was made for more detail on which of the procurements listed had been audited and the Director of Finance & Technology advised that she would try and get this information for Committee.

A typo was noted under Section 4 of the report which referenced 2021/23 which should read 2021/22. The Director of Finance & Technology confirmed that she would have this amended.

**The Audit & Risk Committee noted the content of the Annual Procurement Report.**

**067. Any Other Business**

(i) Director of Finance & Technology & Robert Fernie

It was noted that the meeting was the final one for the Director of Finance & Technology who was leaving Bield at the end of September. The Committee thanked her for all her work and wished her well in her new role.

Robert Fernie was thanked for his service during his time on the Committee.

**068. Date of Next Meeting**

The date of the next meeting was due to take place on Tuesday 15 November 2022.