

# MINUTE Meeting date: Monday 21 May 2018

## IN ATTENDANCE

- Mike McCormick (Chair)
- Tricia Stewart
- Paul Walker (Standards Commission Member) (observing only)
- Lorna Johnston, Executive Director & Accountable Officer
- Elaine McLean, Business Manager
- Steven Robb, SPCB Finance Office (item 5 only)
- Andrew Munro, SPCB Head of Internal Audit (items 5 & 6 only)

ITEM	CONTENT	ACTION
<b>STANDING ITEMS</b>		
1.	<p><b>WELCOME, APOLOGIES and DECLARATIONS OF INTEREST</b></p> <p>The Chair welcomed all attendees and thanked Tricia Stewart for her continuing support as an interim Committee Member. In particular, the Chair welcomed the new Standards Commission Member, Paul Walker, who was attending the meeting as an observer. The Committee noted that, at its meeting on 29 May 2018, the Standards Commission was due to consider Mr Walker's appointment to the Audit &amp; Risk Committee.</p> <p>There were no apologies for absence.</p> <p>No declarations of interest were made.</p>	
2.	<p><b>DRAFT MINUTES OF PREVIOUS MEETING</b></p> <p>Subject to the correction of a minor typographical error, the draft Minutes from the meeting on 23 January 2018 were approved.</p>	
3.	<p><b>MATTERS ARISING</b></p> <p>The Committee noted all matters arising from the meeting on 23 January 2018 had been completed.</p>	
<b>STANDARDS COMMISSION: BUSINESS RISK REGISTER</b>		
4.	<p>The Committee noted that the 2018/19 Business Risk Register was considered and agreed by the Standards Commission at its meeting on 26 February 2018. The Committee undertook a review of actions taken to date to mitigate each risk. The Committee agreed the specific actions noted by the Executive Team and identified some further actions to be included. The Committee asked the Executive Team to update the Risk Register accordingly.</p>	Executive Team
<b>ANNUAL ACCOUNTS 2017/18 (DRAFT)</b>		
5.	<p>The Committee reviewed the draft Financial Statements provided by the Scottish Parliamentary Corporate Body's (SPCB) Finance Office. The Committee noted that the accompanying commentary in the Annual Accounts would be drafted by the Executive Team before being reviewed at the next Audit &amp; Risk Committee meeting on 23 July</p>	



