

MINUTE Meeting date: Monday 23 July 2018

IN ATTENDANCE

- Mike McCormick, Chair
- Paul Walker
- Lorna Johnston, Executive Director & Accountable Officer
- Kevin Dunion, Standards Commission Convener (observing only)
- Elaine McLean, Business Manager
- Andy Munro, SPCB Head of Internal Audit,
- Adrian Kolodziej, Senior Auditor, Audit Scotland
- Aimee MacDonald, Auditor, Audit Scotland

ITEM	CONTENT	ACTION
STANDING ITEMS		
1.	<p>WELCOME, APOLOGIES and DECLARATIONS OF INTEREST</p> <p>The Chair welcomed all attendees and, in particular, Mr Walker to his first meeting as a member of the Committee.</p> <p>There were no apologies for absence.</p> <p>No declarations of interest were made.</p>	
2.	<p>DRAFT MINUTES OF PREVIOUS MEETING</p> <p>The draft Minutes from the meeting on 21 May 2018 were approved.</p>	
3.	<p>MATTERS ARISING</p> <p>The Committee noted that work was continuing to ensure that the service level agreement with the payroll services provider was General Data Protection Regulation (GDPR) compliant and that an update be provided on this at the next meeting.</p> <p>The Committee noted all the remaining matters arising from the meeting on 21 May 2018 had been completed or were on the agenda for discussion.</p>	Executive Team
RISK REGISTER		
4.	<p>STANDARDS COMMISSION: BUSINESS RISK REGISTER 2018/19 Interim Report</p> <p>The Committee noted that, at its meeting on 21 May 2018, it had reviewed the 2018/19 Business Risk Register, as agreed by the Standards Commission at its meeting on 21 May 2018. The Committee undertook a further review and identified some further actions that had been taken along with some actions that should be undertaken to mitigate against the risk identified. The Committee asked the Executive Team to update the Risk Register accordingly.</p>	Executive Team
ANNUAL ACCOUNTS 2017/18		
5.	<p>ANNUAL ACCOUNTS 2017/18</p> <p>The Committee reviewed the draft Annual Accounts for 2017/18 and identified some minor amendments to the commentary. Subject to these revisions being made, the Committee agreed the Annual Accounts should be submitted for final review and approval by the Standards Commission at its meeting on 30 July 2018.</p>	Executive Team

	Mr Munro advised that he intended to review how the Standards Commission had ensured the compliance with the implementation of the GDPR and how this had been embedded in to its policies, procedures and contractual arrangements as part of the internal audit review for 2018/19. The Committee agreed it was content with this proposal and thanked Mr Munro for his assistance and attendance at the meeting.	
ANY OTHER BUSINESS		
7.	<p>CYBER RESILIENCE</p> <p>The Committee noted the Executive Team’s report on the progress made by the Standards Commission against the Cyber Resilience Action Plan and Implementation Toolkit issued by Scottish Government. The Committee agreed that the actions identified and taken to date were satisfactory and proportionate.</p> <p>The Committee suggested two further actions to be taken, which were:</p> <ul style="list-style-type: none"> • To seek access for all staff and Members to the Scottish Parliamentary Corporate Body’s online cyber security training; and • To ensure that any obligations on SCS members and staff arising from the Memorandum of Understanding with the SPCB regarding IT provision are understood and being addressed 	Business Manager
NEXT MEETING		
8.	The Committee noted it was next due to meet on 21 January 2019.	