

Board of Management Audit & Assurance Committee

Date of Meeting	12 September 2023
Paper No.	AAC1-B
Agenda Item	4.3
Subject of Paper	Schedule of Business AY 2023-24
FOISA Status	Disclosable
Primary Contact	Drew McGowan College Secretary
Date of production	31 August 2023
Action	For Approval

1. Recommendations

- 1.1. To approve the Schedule of Business for the 2023-24 academic year.

2. Purpose

- 2.1. To provide the Committee with an overview of planned business and papers for the current academic year and, subject to discussion and feedback, approve the schedule of business.

3. Consultation

- 3.1. In preparing the enclosed Schedule of Business for the Committee, the College Secretary has consulted the Convener and all colleagues who are scheduled to provide reports to the Committee.

4. Key Insights

- 4.1. The Schedule of Business helps the Board and the Committee plan and prioritise its work and the reports and presentations members will consider throughout the year. By standing items and specific meeting dates, the document confirms the subject, lead, report type and action required.
- 4.2. While the Schedule of Business outlines anticipated and planned activity for the year, members should note and be assured that this schedule will remain adaptable to emergent issues and business within the remit of the Committee as necessary.

5. Impact and Implications

- 5.1. Having in place an agreed Schedule of Business helps balance the necessary activity and approvals of the Committee over the course of the academic year, ensures Board members are aware of expected business and supports the College's officers to prepare reports within the required timescales.

Appendices:

Appendix 1: Schedule of Business AY 2023-24

Schedule of Business AY 2023-24

Audit & Assurance Committee of the Board of Management

Item	Report	Tabled For	Tabled By
Standing Items			
Internal Audit Reports	Paper	Discussion/Decision	D. Archibald
Internal Audit Progress Report	Paper	Discussion/Decision	D. Archibald
Internal Audit Overview	Paper	Discussion/Decision	K. Acheson
Strategic Risk Review	Paper	Discussion/Decision	D. McGowan
Data Protection Quarterly Report	Paper	Noting	S. Lodge
Tuesday 12 September 2023			
Appointment of Convener	Verbal	Approval	D. McGowan
Committee Schedule of Business	Paper	Approval	D. McGowan
Committee Annual Report	Paper	Approval	D. McGowan
Status of Recommendations from Financial Memorandum Breach Internal Audit Report	Paper	Discussion/Decision	R. Gardner
Data Protection Office Annual Report	Paper	Discussion/Decision	S. Lodge
Data Breaches Report	Paper	Discussion/Decision	S. Lodge
Tuesday 5 December 2023			
Annual Report and Accounts	Paper	Approval	D. McGowan CFO ¹
External Audit Letter of Representation	Paper	Approval	CFO M. Laird
External Audit Annual Report	Paper	Discussion/Decision	CFO M. Laird
Internal Audit Annual Report	Paper	Discussion/Decision	D. Archibald
Register of Interest Status Report	Verbal	Discussion/Decision	D. McGowan
SFC Financial Memorandum Delegated Limits and Expenditure Annual Report	Paper	Noting	CFO A. Stewart
Staff Compensation Payments Report	Paper	Noting	CFO
Tuesday 12 March 2024			
SPSO Annual Complaints Report	Paper	Discussion/Decision	J. Gray
Freedom of Information Annual Report	Paper	Discussion/Decision	D. McGowan
Tuesday 11 June 2024			
External Audit Annual Plan	Paper	Approval	M. Laird
Committee Terms of Reference Review	Paper	Discussion/Decision	D. McGowan
Annual External Compliance Report	Paper	Discussion/Decision	J. Gray

¹ At the time of tabling the Audit & Assurance Committee's schedule of business, the College's new Chief Financial Officer post was not filled.