

SCOTTISH CRIMINAL CASES REVIEW COMMISSION

MINUTES OF THE MEETING OF THE AUDIT COMMITTEE ON THURSDAY 8 DECEMBER 2016 @ 11:00, PORTLAND HOUSE

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In line with the Commission's Disclosure policy, various paragraphs may have been edited or deleted from these minutes as the information contained therein relates to specific case information and/or personnel-related matters. Where the summary of discussion has been edited or the names have been deleted, this is indicated at the start of the relevant paragraph or section.

Members of the Audit Committee:

Mr Gerrard Bann, Chairman
Professor George Irving CBE
Professor Jim Fraser
Mr Colin Dunipace

In attendance:

Mrs Liz Maconachie, Senior Audit Manager, Audit Scotland
Mrs Yvonne Meldrum, Senior Internal Auditor, Scottish Government
Mr Chris Reddick, Director of Corporate Services, SCCRC (minutes)

1.0 Apologies

Mr Sinclair had submitted his apologies.

2.0 Minutes of the Audit Committee meeting held on 10 June 2016

The Audit Committee noted the minutes of the meeting held on 10 June 2016, having previously approved them by email. The Audit Committee also noted the version for the publication scheme.

3.0 Matters Arising

There were no matters arising.

4.0 Internal Audit

Internal Audit Annual Review – Terms of Reference 2016-17

4.1 Mrs Meldrum presented an updated copy of the annual review terms of reference which had initially been considered by the Audit Committee in June 2016. She confirmed that the terms of reference had been updated

prior to the commencement of this year's audit work through consultation with Mr Reddick. Mr Reddick confirmed that the updated terms of reference provided more clarity in terms of the scope and remit of the audit work. Members noted the content of the updated terms of reference.

- 4.2 Mrs Meldrum also confirmed that the majority of the audit fieldwork for the 2016-17 annual review was now complete and that draft reports would be circulated early in the New Year.

5.0 External Audit – Audit Scotland Reappointment

5.1 Mr Bann welcomed Mrs Maconachie to her first meeting at the Commission. Mrs Maconachie confirmed that an introductory paper had been circulated to Members which confirmed Audit Scotland's reappointment as the Commission's external auditors and set out the members of the new audit team as well as providing some general background about the work of Audit Scotland.

5.2 Mr Reddick confirmed that an introductory meeting with the new audit team had already taken place which he confirmed had been extremely useful. He also confirmed that a number of the key issues affecting the Commission had been discussed and proposals for the outline timescales for the 2016-17 audit had been agreed.

At this point in the meeting Mr Bann asked if any Members or Auditors wished to have a private meeting in the absence of management – it was agreed that there were no matters to be discussed in a private meeting.

6.0 Audit Committee Terms of Reference

6.1 Mr Reddick confirmed that the Audit Committee was required to periodically review its own Terms of Reference to ensure that they remained appropriate and up to date. He confirmed that he had made a number of minor revisions and updates following the last Audit Committee meeting in June 2016, confirming that these were mainly to address minor duplications within the format.

6.2 Members discussed the updated Terms of Reference in detail. Professor Irving suggested one minor addition to the text in respect of Audit Committee's responsibilities. The Audit Committee approved the Terms of Reference subject to the agreed changes.

7.0 Risk Management (edited)

7.1 Mr Reddick provided the Audit Committee with a full update on the Commission's Corporate Risk Register for quarter 2 and in particular set out the additional control actions and activities that had been undertaken in respect of the specific risks listed. He noted that no changes to the risk

scoring had been recommended and at this point no changes to the top 10 risks had been identified. He did however confirm that the Board would receive the updated Risk Register in January 2017 and that there were possibly a few scoring changes that the Audit Committee may wish to consider and recommend to the Board.

- 7.2 Professor Irving suggested a possible change to Risk 8. Mr Reddick agreed to propose this change to the Board in January 2017.

8.0 Business Continuity Plan

8.1 Mr Reddick presented the redacted version of the updated Business Continuity Plan, confirming that the majority of updates were in respect of staffing details and contact information. He also confirmed that details of the last test of the plan had been recorded within the appendix and that a further test would be taken forward early in 2017.

8.2 Members discussed the updated plan in detail and identified a number of further minor amendments and updates which Mr Reddick agreed to action. Members agreed that the overall plan was excellent and provided a clear response to continuity events.

9.0 Best Value Action Plan

Mr Reddick provided Members with a verbal update on the Commission's Best Value arrangements. He confirmed that the last full review had been undertaken in 2013-14 whereby a full Best Value Action Plan had subsequently been produced and all actions had been implemented by 2015-16. On that basis he confirmed that the 2016-17 Business Plan had been updated to include an objective for the year to undertake a further full Best Value Review and this would be taken forward towards the end of the financial year. The Audit Committee noted Mr Reddick's update.

10.0 Any Other Competent Business

There was no other competent business.

11.0 Date of Next Meeting

Mr Reddick agreed to circulate proposed dates for the next meeting.

Chris Reddick
9 December 2016

