

**Risk Management Authority**  
**AUDIT & ASSURANCE COMMITTEE MEETING**

**19 November 2018, RMA, Paisley**

**MINUTES**

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**Present:**

Mr Stephen Swan, Chair  
Mr Terry Powell, Board Member

**In attendance:**

Mr Paul Keoghan, Director Corporate Services  
Mr Denis Songoro, Finance Administrator  
Ms Mabel Hall, Internal Auditor, Scottish Government Internal Audit  
Ms Aimee MacDonald, External Audit, Audit Scotland

**Apologies:**

Mr. Chris Hawkes, Board Member  
Mr. Jim Montgomery, Internal Audit Manager, Scottish Government Internal Audit

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**Introductions**

1. The Chair called the meeting to order, welcoming those in attendance.

**Apologies**

2. The committee noted apologies received from Mr Chris Hawkes.

**Declarations of Interest**

3. There were no declarations of interest.

**Minutes of meeting on 5 October 2018**

4. The Committee reviewed and approved the minutes of the meeting held on the 5<sup>th</sup> of October 2018.

**Matters Arising**

5. There were no matters arising.

### **Corporate Risk Register – Audit Committee Paper 318**

6. The Director Corporate Services informed members the paper presented a preview of a new risk register and the purpose of the paper was to inform members of the shape of the new register being developed.
7. The Director presented the new style risk register and explained to members it categorised risks into Corporate Risks and Operational Risks.
8. The Director explained that Corporate Risks would include the general risks of running a public body and such risks may increase or decrease over time but rarely expected to be fully mitigated
9. The Director explained that Operational Risks are those that relate to the execution of the day to day operational activities in the execution of business plan objectives. This risks can emerge through inadequate or failed processes, people and system or from external events.
10. The Director informed members the new register contains a total of 24 Risks, broken down as 12 Corporate Risks and 12 Operational Risks. This represents an increase of 11 risks against the old register. They are classified as 4 Low Risks, 10 Medium Risks, 9 High Risks and 1 Very High Risk.
11. The Committee noted the new risk register will be presented to the Board for sign off thereafter the Audit Committee will monitor risks under the revised register.

**Action:DCS**

### **Internal Audit – Advisory Work – Assurance Mapping Process-Audit Committee Paper 319**

12. The Director Corporate Services introduced the paper. The RMA commissioned the Internal Audit Department to develop a framework for managing and reviewing the assurance map for the organisation.
13. Ms Hall highlighted that Internal Audit Department used the Treasury Standard 'Three Lines of Defence' framework as the basis for the exercise. Through this process, they mapped the available source of internal and external assurances within the RMA.
14. It was noted as a result of the Assurance Map that has been prepared, it's still a work in progress and a design needs to be further developed, populated and then maintained going forward by the RMA.

**Action:DCS**

### **Internal Audit - Progress Report– Audit Committee Paper 320**

15. Ms Hall presented the report to the Committee and advised that the Assurance Mapping has been completed. Terms of Reference for the next piece of work which is Research and Development has been agreed. The planning and work on this report is due to commence in November.

16. The Committee was advised that Internal Audit Department has raised an issue with Scottish Government Executive concerning the length of time and planning involved with regards to appointments that are to be made for board members.
17. The Committee was advised that Internal Audit Department are addressing the resources challenge they are facing and will be advertising in December with the aim of filling up vacancies which stand at nine currently.

**Other Competent Business - Verbal**

18. The Committee advised that a thought should be given to the implication of the outcome of Brexit and any impact this would have on the resources of the RMA. It was suggested that The RMA should get in touch with the Sponsor Department to seek advice with regards to preparedness and any potential impact to the organisation.

**Action:DCS**

**Date of next Meeting:** 18 February 2019