

**Risk Management Authority**  
**Audit & Assurance Committee Meeting**  
**6 May 2020, RMA, Remote Meeting**

**MINUTES**

---

**Present:**

Mr Stephen Swan, Chair  
Mr Terry Powell, Board Member  
Mr Stephen McAllister, Board Member

**In attendance:**

Mr Paul Keoghan, Director Corporate Services  
Mr Mark McSherry, Chief Executive  
Mr Denis Songoro, Finance Administrator  
Mr Jim Rundell, External Audit, Audit Scotland  
Ms Julie Taylor, Internal Audit, Scottish Government Internal Audit

---

**Introductions**

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

**Apologies**

2. There were no apologies submitted.

**Declarations of Interest**

3. There were no declarations of interest.

**Minutes of meeting on 17 February 2019**

4. The Committee reviewed and approved the minutes of the meeting held on the 17<sup>th</sup> of February 2020.

**Matters Arising**

5. There were no matters arising.

**Annual Report and Accounts Timetable – Audit Committee Paper 368**

6. The Director Corporate Services introduced the paper and informed the committee on the changes to the annual report and accounts timetable.
7. The Committee was informed that the RMA, with agreement of external auditors has revised the timetable for the production of the annual report and accounts owing to the implications emerging from the Covid-19 virus.
8. Mr. Rundell advised the Committee that Audit Scotland were putting plans of doing the audit off site and were confident that the audit will be conducted.
9. The Committee was advised that the RMA Annual Accounts and Report will still be presented within the legislative timeframe that is permitted.
10. The Committee was content with the new proposed timetable for the annual report and accounts.

### **Corporate Risk Register - Audit Committee Paper 369**

19. The Director Corporate Services introduced the paper and advised the Committee that this review of the risk register focuses on the impact of Covid-19 virus.
20. The Committee was informed that given the profound nature of this pandemic, it was considered more appropriate to reflect the impact the virus has across all risks currently held on the corporate risk register as opposed to presenting it as an individual risk.
21. The Committee was advised that following the review, the following risks are assessed to have increased as a result of Covid-19 virus:
  - i. The risk of business interruption which has moved from a score of 8 (medium) to a score of 20 (very high)
  - ii. The RMA has insufficient funding to fulfil its statutory functions . This risk has moved from a risk score of 12 (high) to 16 (very high)
  - iii. The risk to delivering training courses. This risk has moved from a risk score of 4 (medium) to 12 (high)
  - iv. Staff not functioning to effective capacity. This risk has moved from a risk score of 6 (medium) to 9 (high)
22. The Committee was informed that if any other issues arise before the scheduled Audit & Assurance Committee meeting as per the calendar, the committee will be reconvened at a short notice to be updated on developments.
23. The Committee noted Corporate Risk Register.

### **ACTION POINT DCS**

**AOB**

24. The Chair asked if there was any other competent business.
25. There being no other business, the Chair thanked everyone for their contribution and closed the meeting.

**Date of next Meeting:** 17<sup>th</sup> August 2020.