

QUALITY MEAT SCOTLAND

Minutes of the Audit and Risk Management Committee Meeting
19th August 2020, 2pm – 4pm

Present:

Ann Irvine - Chair
George Milne
Julie Fitzpatrick
Louise Welsh

In attendance:

Alan Clarke
Andrew McCulloch (tiaa)
Debbie Phillips
Paul Byrne

Apologies:

Martin Ritchie

Minutes:

Kirsty McCormack

1.	Welcome & Apologies	ACTION
	Ann Irvine welcomed everyone to the meeting and acknowledged one apology for Martin Ritchie. Andrew McCulloch was present who was standing in from Martin and as this was his first time with the committee, all attendees gave a short introduction.	
2.	Additions to the agenda	
	There were no additions to the agenda.	
3.	Declaration of interests in any agenda item	
	There were no declarations of interests in any agenda item	
4.	Approve Minutes of meeting on the 3 rd June 2020	
	The committee approved the minutes as an accurate record of the meeting.	
5.	Update of Action Points from previous meeting	
	<p>Agenda Item 5. Update of Action Points from previous meetings - Kirsty advised that all Board QMS email addresses have now been set up and going forward, all QMS correspondence will be sent to these addresses.</p> <p>Agenda Item 5. Update of Action Points from previous meetings – Kirsty advised that an email had been sent to the Board requesting details about what training courses they have been on as being a member of the QMS Board. Alan highlighted that a few Board members had not received the email and that the email should have requested</p>	

	details on any course they have been on regarding Board governance and not just being part of the QMS Board. Kirsty confirmed that she would look into the issue to make sure that all Board members are receiving emails and to send a new email out requesting details on Board governance training courses they have attended.	KM
6.	Internal Audit – Review of 3 year audit plan	
	Andrew McCulloch presented the Audit Strategy and Annual Internal Audit Plan for QMS which included the 3 year strategic plan. The committee reviewed the plan and discussed it in detail.	
7.	Review of new and updated policies and procedures	
	Alan Clarke and Debbie Phillips presented the new and updated policies and procedures to the committee. Ann highlighted that page numbers and numbers to subheadings should be put on to each document. Ann confirmed that she would send an email to the committee with all recommended changes to each document.	DP AI
7a.	Agile working policy	
	The committee were happy with the Agile Working policy however they agreed that the following changes are to be made: <ul style="list-style-type: none"> • Scope of this policy – 1st bullet point to be reworded • Scope of this policy – 2nd bullet point, how do we determine home environment deemed suitable? • Scope of this policy – 4th bullet point to be more specific • Scope of this policy – Last paragraph to be reworded • Employee Responsibilities – 2nd paragraph, remove the word further • Arranging Agile working – Last paragraph, change successful to unsuccessful Once the above changes have been made, the Agile Working policy will go to the Board for approval at the September meeting.	DP DP
7b.	Two-year annual leave policy	
	The committee were happy with the Two-Year Annual Leave policy and saw no changes to be made. This will go to the Board for approval at the September meeting.	DP
7c.	Internal communications policy	
	The committee were happy with the Internal Communications policy and saw no changes to be made. This will go to the Board for approval at the September meeting.	DP
7d.	Off-site visits policy	
	The committee were happy with the Off-site Visits policy and agreed that the following change should be made to the sentence regarding disposing of PPE for all types of visits: <ul style="list-style-type: none"> • The sentence should read ‘Following each visit, the individual who used the PPE must put it in a securely sealed bag and dispose of it at their own premises and not at the site’. Once the above change has been made, the Off-site Visits policy will go to the Board for approval at the September meeting.	DP DP

7e. Flexible working policy	
<p>The committee were happy with the Flexible Working policy and agreed that the following changes should be made:</p> <ul style="list-style-type: none"> • Where it reads company, this should be replaced with organisation • Procedure for Handling an Application – 3rd paragraph, 1st sentence, change 'will be informed as soon as possible' to a specific timescale • Procedure for Handling an Appeal – 1st paragraph, a timescale should be set on when to notify the appeal to the line manager • Procedure for Handling an Appeal – 3rd paragraph, change 'As soon as possible after' to 'No later than (x days) • Procedure for Handling an Appeal – When setting timescales, take into account that it states in the last paragraph that the application will be concluded within 3 months <p>Once the above changes have been made, the Flexible Working policy will go to the Board for approval at the September meeting.</p>	<p>DP</p> <p>DP</p>
7f. Business travel and expenses policy	
<p>The committee were happy with the Business Travel and Expenses policy and saw no changes to be made. This will go to the Board for approval at the September meeting.</p>	DP
8. Any other business	
<p>There was no other business raised.</p>	
9. Dates of Next Meetings	
<p>Wednesday 21st October 2020 at 12.30pm Wednesday 3rd March 2021 at 12.30pm</p>	