

## QUALITY MEAT SCOTLAND

Minutes of the Audit and Risk Management Committee Meeting  
21<sup>st</sup> October 2020, 2pm – 4pm

### Present:

Ann Irvine - Chair  
George Milne  
Julie Fitzpatrick  
Louise Welsh

### In attendance:

Alan Clarke  
Debbie Phillips  
Martin Ritchie (ttaa)  
Paul Byrne  
Peter Lindsay (Audit Scotland)

### Minutes:

Kirsty McCormack

1.	Welcome & Apologies	ACTION
	Ann Irvine welcomed everyone to the meeting with no apologies.	
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 29 <sup>th</sup> August 2020	
	The committee approved the minutes as an accurate record of the meeting.	
5.	Update of Action Points from previous meeting	
	There were no further updates to the actions.	
6.	Internal Audit – Review scope of HR Recruitment and Retention Audit	
	<p>Martin Ritchie presented to the committee, the scope of what the HR Recruitment and Retention audit would entail if we agreed to add this to the audit plan for the next 3 years. Martin advised that additional aspects can be added to the scope if there was something particular that we would like to be included in the audit.</p> <p>Martin highlighted that anything that is agreed just now for the 3 year plan, is not final and it can and will be reviewed every year in March for the year ahead.</p>	

	The committee agreed to the changes.	
<b>7.</b>	<b>External Audit</b>	
<b>7a.</b>	<b>Action from QMS Board Meeting – RFF Accounting</b>	
	<p>Peter Lindsay confirmed that following a meeting he had with Paul Byrne and Debbie Phillips, a format of how to disclose the RFF figures in the annual accounts had been confirmed.</p> <p>The committee were happy with what had been agreed.</p>	
<b>7b.</b>	<b>Action from QMS Board Meeting – Publishing Salaries</b>	
	<p>Peter Lindsay confirmed that Executive Team salaries are not required to be published in the annual accounts. Only the Chief Executive's and the Boards are required to be published as they are the ones who set out the strategy for QMS.</p> <p>The committee were happy with what had been confirmed.</p>	
<b>8.</b>	<b>Review of Risk Register and Dashboard Information</b>	
	<p>The committee discussed the format of the risk register. It was agreed for Alan Clarke and Debbie Phillips to review the format so that it captures all of the relevant information but displays it in a way which is easier to read and follow.</p> <p>Once the new format has been agreed with Alan and Debbie, Stuart Ashworth will be asked to complete the detail of each risk to make sure that it is current, words are relevant and the correct job titles are shown. It was suggested that the detail is put into less words if possible.</p> <p>Once the format and detail is complete, Debbie is to send it out to the committee for approval and will discuss at the next committee meeting.</p>	<p><b>AC/ DP</b></p> <p><b>AC/ DP</b></p> <p><b>DP</b></p>
<b>9.</b>	<b>Annual Review of Audit Committee Terms of Reference</b>	
	The committee reviewed the committee's Terms of Reference. There are no changes to be made.	
<b>10.</b>	<b>Any other business</b>	
	<p>Debbie Phillips asked the committee if they wanted to change the time of future meetings to a time that better suited them.</p> <p>The committee agreed for meetings to be changed to a start time of 1.30pm. Debbie will make this change to the meeting invites for next year.</p>	<b>DP</b>
<b>11.</b>	<b>Dates of Next Meetings</b>	
	<p>Wednesday 3<sup>rd</sup> March 2021 at 1.30pm  Wednesday 2<sup>nd</sup> June 2021 at 1.30pm  Wednesday 20<sup>th</sup> October 2021 at 1.30pm</p>	