

Audit and Assurance Committee
Date of Meeting Tuesday 14 November 2023

Time 1000 – 1300

Location Microsoft Teams

Item	Paper	Owner	Purpose	Minutes
1. Welcome including conflicts of interest	N/A	Chair	Monitor	5
2. Minutes of previous meeting and action tracker	25.1a - August 2023 Minutes 25.1b – October 2023 Minutes	Chair	Monitor	5
3. Social Security Scotland Finance Update	25.2a –Finance Repot September 2023 Cover Page 25.2b - Finance Summary Dashboard September 2023	[Redacted]	Note	15
4. Social Security Scotland Fraud and Error Resolution Update	25.3a – Counter Fraud Report Quarter 2 2023-24 25.3b – Debt Management and Payment Resolution Report Quarter 2 2023-24 25.3c – Error Interventions Report Quarter 2 2023-24	[Redacted]	Monitor	15
5. Social Security Scotland Risk Management Update	25.4a – Risk Management Update 25.4b – Risk Dashboard	[Redacted]	Discuss	15
Break				10
6. Internal Audit Directorate Update	25.5a – Internal Audit Progress Paper 25.5b – Annex B - Directorate for Internal Audit and Assurance October 2023 Bulletin	[Redacted]	Note	15

	25.5c – Annex C - Integration Space Final Report 25.5d – Annex D - Procurement Final Report			
7. Assessment of External Audit	25.6 – ICAS Evaluating your Auditors	Chair	Discuss	15
8. Audit and Assurance Committee Terms of Reference	25.7 - Updated Terms of Reference.	Chair	Discuss	10
9. Annual Report and Accounts Lessons Learned	25.8 – Verbal Discussion	[Redacted]	Discuss	30
10. Any Other Business/Below the Line	-	Chair	Discuss	10
Total (mins)			145	
Below The Line Papers				
11. Social Security Scotland Audit Recommendations update	25.9 – Audit Recommendations Update November 2023	[Redacted]	BTL	

Date of next meeting – 27 February 2024