Social Security Scotland
Tèarainteachd Shòisealta Alba

Audit and Assurance Committee	
Date of Meeting	Tuesday 19 November 2024
Time	1000 – 1230
Location	Glasgow High Street – Room 2.8

Item	Paper	Owner	Purpose	Minutes
1. Welcome including conflicts of interest	N/A	Chair	Monitor	5
2. Minutes of previous meeting and action tracker	29.1a – August 2024 Minutes 29.1b – October 2024 Minutes	Chair	Monitor	5
3. Internal Audit Directorate Update	29.2a – Internal Audit Progress Paper 29.2b – Annex B - ePC Usage Internal Audit Report 29.2c – Annex C – Mailroom Internal Audit Report 29.2d – Annex D - Payments to GPs and Third Sector Organisations Report	[Redacted]	Note	20
4. Social Security Scotland Finance Update	29.3a – Finance Report September 2024 Cover Page 29.3b - Finance Report September 2024	[Redacted]	Note	15
5. Social Security Scotland Fraud and Error Resolution Update	29.4a – Counter Fraud Quarter 2 2024-25 Report 29.4b – Error Interventions Quarter 2 2024-25 Report 29.4c – Recoveries and Recharge Report Quarter 2 2024-25 Report	[Redacted]	Monitor	15

Break				10
6. **Social Security Scotland Risk Management Update**	**29.5a – Risk Management Update** **29.5b – Risk Dashboards**	[Redacted]	Discuss	15
7. **Social Security Scotland Audit Recommendations update**	**29.6 – Audit Recommendations Update November 2024**	[Redacted]	Discuss	10
8. **Data Protection Annual Report**	**29.7a – Annual Data Protection Assurance Report 2023-24 Cover Page** **29.7b – Annual Data Protection Assurance Report 2023-24**	[Redacted]	Discuss	15
9. **Assessment of External Audit**	**29.8 – ICAS Evaluating your Auditors**	Chair	Discuss	10
10. **Audit and Assurance Committee Terms of Reference**	**29.9 - Updated Terms of Reference.**	Chair	Discuss	10
11. **Any Other Business/Below the Line**	-	Chair	Discuss	10
Total (mins)				**140**

Date of next meeting – 11 February 2025

Below The Line Papers			
12. **Social Security Scotland Fraud and Error Resolution Update**	**27.10 – Recoveries and Recharge Head of Work Draft**	[Redacted]	BTL