

Children's Hearings Scotland Board Paper

Agenda Item 2.3

Date of Meeting	21 st November 2011
Paper number	CHS1112-015
Title	Noting the unapproved minutes of the Audit and Risk Management (ARM) Committee meeting of 20 September 2011.
Purpose	The purpose of the paper is to ask the Board to note the unapproved minutes of the ARM Committee meeting of 20 September 2011.
Options	<ul style="list-style-type: none">• Note the unapproved minutes of the ARM Committee meeting of 20 September 2011.
Recommendations	The Board is recommended to: <ul style="list-style-type: none">• Note the unapproved the minutes of the ARM Committee meeting of 20 September 2011.
Attachments	Appendix 1 – unapproved minutes of the ARM Committee meeting of 20 September 2011.
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Children's Hearings Scotland

Minute of the Audit and Risk Management Committee meeting held on 20th September 2011 – 8.45 At the Abode Hotel, Glasgow

Present: Brian Baverstock, Chair
Andrew Thin, Board member
Linda Watt, Board member

In attendance: Bernadette Monaghan, National Convener
Ravinder Carothers, Support Officer(minute taker)

001	1.1	Welcome
		The Chair welcomed the new members to the first meeting of the Audit and Risk Management Committee.
002	1.2	Apologies
		No apologies were noted.
003	1.3	Declarations of Interest
		No interests were declared in relation to agenda items
004	2.1	Terms of Reference
		The Chair presented the draft terms of reference for discussion. AT noted that section 9 of the TOR differed from the model HM Treasury Audit Committee TOR. LW queried whether the language of the TOR was understandable to panel members. It was agreed that the ARM would provide advice and assurance to the Accountable Officer and the Board. The Committee agreed to amend section 9.1 of the TOR to reflect the above change and adopt the TOR subject to Board approval in November.
005	2.2	CHS Risk Management Arrangements
		BM outlined CHS's current risk management arrangements, there is a risk log but currently no risk register. BM stated the Board are welcome to add risks that they feel should be added to this. AT once the Director of Finance and Corporate Services is in post I would be useful for CHS to buy-in risk management assistance to set up risk management systems for CHS. This should happen in early 2012. AT Health and Safety is an most important risk to capture as the implications are the most serious, this needs to be done by go live in September 2012. A formal agreement is needed with SCRA with regard to H&S on their premises. LW mentioned there is a parallel with the Mental Health Tribunal in this area. The Committee asked BM to explore buying in expert risk management support and consider H&S implications>

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006	2.3	AOB
		There was no other business
007	2.4	Date of Next Meeting
		The next meeting will be around the January Board meeting. Internal audit will discussed at that meeting. AT Wanted to record thanks to RC who will be leaving in December, the Committee add their thanks also.