



RISK MANAGEMENT COMMITTEE

13 October 2016

Minute

Present: Mr Phil McNaull, Director of Finance (Convener)
Professor Jake Ansell
Dr Bruce Nelson, College Registrar, CSE
Mr Jim Nisbet, CMVM, on behalf of Dr Catherine Elliott
Mr Tony Weir, Director of IT Infrastructure
Mr Gavin Douglas, Deputy Secretary, Student Experience

In attendance: Mr Noel Lawlor, Chief Internal Auditor
Ms Kirstie Graham, Deputy Head of Court Services

Apologies: Mr Hugh Edmiston, Director of Corporate Services
Dr Catherine Martin, College Registrar, CAHSS
Dr Catherine Elliott, College Registrar, CMVM
Professor Tina Harrison

1 Minute

Paper A

The Minute of the meeting held on 2 May 2016 was approved as a correct record.

2 Convener's Business

Verbal

The Convener updated members on the Principal's comments at the recent Central Management Group, where he sent a clear message on the importance of fundamental internal control processes being followed without exception by all staff. There was discussion of the issue of communicating this message, through CMG members disseminating this to their teams and also through Project Book.

SUBSTANTIVE ITEMS

3 Update on Risk Management Process

Paper B

The Committee considered the approach to project managing the implementation of measures to address the recommendations highlighted in the recent 'Enterprise Risk Management Effectiveness Review' report, produced by PwC. Whilst overall supportive of the proposed approach, members were concerned that the issue of cultural change to embed risk management was not explicit, whilst noting that this may be part of a later stage of the project. It was suggested there should be a specific reference to risk culture in the

paper to make clear if this were intended to be addressed through this stage of the project or was part of a later roll out.

4 Summary of Colleges, Support Groups and Subsidiary Companies annual questionnaire returns

Paper C

It was noted that this return formed part of the assurances provided to Court to enable it to sign off the Annual Report and Accounts for the year to 31 July 2016.

The Committee considered the responses provided by each College and Support Group to the questions and noted that the two themes of student experience and Brexit had appropriately emerged as the biggest internal and external risks facing the University. There was also discussion of the level of materiality to report to Audit and Risk Committee and it was noted that the volume of smaller scale incidents reported indicated an increased level of vigilance. Assurance should be sought from the Heads of Colleges and Support Groups that appropriate operational action had been taken to mitigate these incidents.

It was agreed that the returns would be synthesised into a single report to be presented to the next meeting of the Audit and Risk Committee.

5 Report on the Annual Audit Returns 2015/2016

Paper D

The Committee noted that there had been one significant investigation in 2015/16 and no further significant issues had been reported from Colleges and Support Groups in their annual audit questionnaires and no material breaches reported in the law and regulation returns completed by Heads of Colleges, Support Groups, Schools and Departments.

6 Annual Report on Major IT Services 2015/2016

Paper E

The Committee considered the report and the overall statement that the 'University's central IT services continue to provide a stable platform for the University's business'.

There was discussion of the cultural challenge in embedding information security and how it mirrored the broader challenge of creating a risk culture. It was noted that the user experience was outwith the scope of this report and it was agreed the report should be make this explicit. Subject to this, the Committee endorsed the report for onward transmission to Audit and Risk Committee.

7 Annual Report on Procurement assurance 2015/2016

Paper F

The Committee considered the Annual Report and its overall finding that 'sound arrangements are in place to promote economy, efficiency and effectiveness and reduce procurement law risks in the University' and endorsed the Report for onward transmission to Audit and Risk Committee.

8 Annual Report on Health and Safety 2015/2016 **Paper G**

The Committee noted the Report and its assurances on 'well-established health and safety management policies and procedures which are in place, the issues which have been dealt with over the past year, and the indications of areas for future action' and endorsed the Report for onward transmission to Audit and Risk Committee

9 RMC report for year end 31 July 2016 **Paper H**

The Committee considered the report summarising the activities of the Risk Management Committee during the year ended 31 July 2016 to provide assurances on the effective management of the University's risks. Subject to any comments forwarded to the Committee clerk, the report was approved for onward transmission to Audit and Risk Committee.

10 Programme of risk reviews 2016-17 **Paper I**

The Committee approved the proposed programme of reviews.

ITEMS FOR NOTING OR FORMAL APPROVAL

11 Annual Report on Research Ethics **Paper J**

The Committee approved the Report on Research Ethics.

12 Date of next meeting

The next meeting will be held on Monday, 30 January 2017 at 2.00 pm in the Elder Room, Old College.