

Audit & Assurance Committee

Date of Meeting	3 June 2025
Paper No.	AAC4-B
Agenda Item	4.2
Subject of Paper	Committee Schedule of Business
FOISA Status	Disclosable
Primary Contact	Drew McGowan Associate Director of Governance and Risk
Date of production	20 May 2025
Action	For Decision

1. Recommendations

- 1.1.** To review and approve the Schedule of Business for the 2025-26 academic year.

2. Consultation

- 2.1.** In preparing the enclosed Schedule of Business for the Committee, the Associate Director of Governance and Risk has consulted the Convener and all colleagues who are scheduled to provide reports to the Committee.

3. Key Insights

- 3.1.** The Schedule of Business helps the Board and the Committee plan and prioritise its work and the reports and presentations members will consider throughout the year. It sets out the reports and presentations expected at each meeting, identifying the subject, responsible lead, report type and action required.
- 3.2.** While the Schedule of Business outlines anticipated and planned activity for the year, members should note and be assured that this schedule will remain adaptable to emergent issues and business within the remit of the Committee as necessary.

4. Impact and Implications

- 4.1.** Having in place an agreed Schedule of Business helps balance the necessary activity and approvals of the Committee over the course of the academic year, ensures Board members are aware of expected business and supports the College's officers to prepare reports within the required timescales.

Appendix 1: Committee Schedule of Business 2025-26

Schedule of Business 2025-26

Audit & Assurance Committee of the Board of Management

Item	Report	Tabled For	Tabled By
Standing Items			
Internal Audit Reports	Paper	Discussion	D Archibald
Internal Audit Progress Report	Paper	Discussion	D Archibald
Audit and Action Quarterly Report	Paper	Discussion	K Acheson
Data Protection Quarterly Report	Paper	Discussion	R Gardner
Strategic Risk Review	Paper	Discussion	D McGowan
Deep Dive	TBC	Discussion	TBC
Tuesday 2 September 2025			
Committee Annual Report	Paper	Decision	D McGowan
Draft Governance Statement	Paper	Decision	D McGowan
Data Protection Office Annual Report	Paper	Discussion	R Gardner
Data Breaches Report	Paper	Discussion	R Gardner
SPSO Annual Complaints Report	Paper	Discussion	J Gray
Wednesday 26 November 2025			
External Audit Letter of Representation	Paper	Decision	A Dickson M Laird
External Audit Annual Report	Paper	Discussion	A Dickson M Laird
Internal Audit Annual Report	Paper	Discussion	D Archibald
Register of Interest Status Report	Verbal	Noting	D McGowan
SFC Financial Memorandum Delegated Limits and Expenditure Annual Report	Paper	Noting	A Dickson L Shields
Staff Compensation Payments Report	Paper	Noting	A Dickson
Tuesday 3 March 2026			
Freedom of Information Annual Report	Paper	Discussion	D McGowan
Tuesday 2 June 2026			
Committee Schedule of Business	Paper	Decision	M Laird
External Audit Annual Plan	Paper	Decision	D McGowan
Committee Terms of Reference Review	Paper	Discussion	D McGowan
Committee Self-Evaluation	Paper	Discussion	D McGowan
Annual External Compliance Report	Paper	Discussion	J Gray
Review of Policy and Procedure Register	Paper	Discussion	J Gray

Joint Meeting of the Audit & Assurance Committee and Finance Committee

Item	Report	Tabled For	Tabled By
Wednesday 26 November 2025			
Annual Report and Accounts	Paper	Decision	A Dickson D McGowan