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## MINUTES

Meeting of: Scottish Futures Trust  
Audit Committee

Date & Time: 1.00pm 15<sup>th</sup> November 2010

Place: Scottish Futures Trust, 11-15 Thistle Street, Edinburgh

Members: Graeme Bissett (GB) - Chair  
Cllr Jim Fletcher (JF)

In attendance: Barry White, Chief Executive (BW)  
Peter Reekie, Director of Finance & Structures (PR)  
Nick Bennett, Audit Partner – Scott Moncrieff (NB)

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**The Chairman opened the meeting.**

### 1. Minutes of the Previous Meeting

Subject to the agreed amendment being made, the minutes of the 17<sup>th</sup> August meeting were adopted as a true and fair record.

### 2. Annual Report and Financial Statements

Peter Reekie talked the Committee through the Annual Report and Financial Statements for the year ended 31 March 2010. The Chairman asked for some amendments to the wording of certain sections. The issue regarding presentation of IAS19 pensions disclosures was discussed, with Nick Bennett confirming that the procedure applied is technically compliant and logically represents the position of the company. PR confirmed that the accounting manual had been changed to reflect this.

With the recommended amendments made, the Committee agreed to recommend to the Board that the Annual Report and Accounts be approved.

### 3. AOB

#### **Committee effectiveness**

The Chairman invited comment from those present on any measures that could be taken to improve the effectiveness of the Committee. NB suggested that the Risk Register be reviewed by the Audit Committee. The Chairman confirmed that a review is performed quarterly at Board level as Risk is considered a Board level matter.

It was agreed that next year's meetings of the Audit Committee should take place in June and November. The June meeting agenda will include sign-off of the external audit report, the

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MSFM, the Annual Report and Accounts and a review of the Procurement Register, and the November meeting agenda will cover external audit planning, internal controls and audit matters.

The Public Services Reform Act (PSRA) was discussed with the Chairman suggesting that the submission of the Benefits Statement, Annual Report and PSRA report be timed next year to be signed in June. NB suggested that PR review the recent Audit Scotland reports and bring to the attention of the Committee any matters relevant to SFT.

*Action: PR to review and summarise for the next meeting.*

### **Project Governance Paper**

The Chairman reiterated the need for the Committee to be given the confidence that project governance responsibilities are being fulfilled and that a proper governance structure is in place across the range of SFT projects, and the need for this to be documented.

*Action: PR to produce paper by the end of the calendar year and circulate.*

### **Scott Moncrieff**

NB left the meeting at this point.

The Committee discussed Scott Moncrieff's performance and the Chairman concluded that he and the Committee were satisfied that there were no issues from an independence point of view and that the level of fees for non-audit work did not compromise independence.

## **4. Date of next Meeting**

To be confirmed.

Meetings to be scheduled in for June and November 2011.