

7. WORKPLAN

The Committee noted the contents of the workplan (copies of which had been circulated).

The workplan was agreed, subject to including the following items:

- Risk Management reports to be reported every six months, included on the workplan for consideration at the meeting on 27 September 2017, subject to any high risks being reported sooner if deemed necessary;
- External Audit Report to be included on the workplan for consideration at the meeting on 27 September 2017. It was noted that the date of this meeting may require to be rescheduled depending on the timings of the report being submitted;

It was noted that the workplan would continue to be populated and any updates emailed to E. Dow.

It was also agreed that future meetings be held at West Lothian Civic Centre subject to Conference Room 3 being available, to be confirmed by E. Dow.

Decision

1. To agree the workplan subject to including the Risk Management Report and the External Audit Report for consideration on 27 September 2017; and
2. To agree that future meetings be held at West Lothian Civic Centre subject to CR3 being available.