

Coinneamh: Comataidh Sgrùdaidh is Dearbhachd

Ceann-là/Àm: 24 Sultain aig 09.30

Càite: Microsoft Teams

Clàr-gnothaich - Seisean Fosgailte

1. Cùisean Tòiseachaidh

- 1.1. Fàilte is Leisgeulan
- 1.2. A' Nochdadh Com-pàirtean
- 1.3. Gnothaich Iomchaidh Sam Bith Eile (GISBE)

2. Molaidhean Sgrùdaidh

2.1. Inbhe Molaidhean Sgrùdaidh (Ri Aontachadh)

PT1 Clàr Molaidhean Sgrùdaidh

Nicola Pearson, Ceann an Ionmhas is Cùisean Corporra

3. Rianachd Mhì-chinntean

3.1. Rianachd Mhì-chinntean Ro-innleachdail (Ri Aontachadh)

PT1 Clàr Mhì-chinntean Ro-innleachdail

Nicola Pearson, Ceann an Ionmhas is Cùisean Corporra

4. Riaghladh

4.1. Plana Obrach an Comataidh Sgrùdaidh is Dearbhachd (Ri Aontachadh)

PT1 Plana Obrach 2024/25

Nicola Pearson, Ceann an Ionmhas is Cùisean Corporra

5. GISBE

Ceann-là na h-ath choinneimh: 19/11/2024

Deireadh an t-Seisein



Date/Time: 24 September at 09.30

Location: Microsoft Teams

Agenda - Open Session

1. Opening Items

- 1.1. Welcome and Apologies
- 1.2. Declarations of Interest
- 1.3. Any Other Competent Business (AOCB)

2. Audit Recommendations

2.1. Status of Audit Recommendations (For Decision)

PT1 Audit Recommendations Register

Nicola Pearson, Head of Finance and Corporate Affairs

3. Risk Management

3.1. Strategic Risk Management (For Decision)

PT1 Strategic Risk Register

Nicola Pearson, Head of Finance and Corporate Affairs

4. Governance

4.1. Audit and Assurance Committee Work Plan (For Decision)

PT1 Work Plan for 2024/25

Nicola Pearson, Head of Finance and Corporate Affairs

5. AOCB

Date of the next meeting: 24/09/2024

End of Session



Date: 24 September 2024

Title: Status of Audit Recommendations

Action For Decision

Required: Paper 2.1

number: Nicola Pearson, Head of Finance and Corporate Affairs

Spokesperson: PT1 Status of Audit Recommendations

Appendices:

1. Purpose

- 1.1. The purpose of this paper is to present information on progress on the actions arising from Internal and External Audit reports to the Audit and Assurance Committee.
- 1.2. The paper is in English as will be reviewed by the internal and external auditors as part of their audit work.

2. Background/Main points

- 2.1. It is important the Audit and Assurance Committee assures itself that there is adequate progress and control improvements in implementing the recommendations.
- 2.2. There are no outstanding internal audit recommendations.
- 2.3. There are no outstanding external audit recommendations.
- 2.4. There are two internal audit observations with Bòrd na Gàidhlig comment added.
- 2.5. Recommendations made in the internal audit reviews presented today are noted as draft until approved by the committee.

3. Recommendation

3.1. The Committee is requested to approve the register.

4. Main Strategic Impacts

- 4.1. Impact on Finance: Audit fees are included in the budget.
- 4.2. Impact on Staff: The register is reviewed regularly by the Leadership Team and managers to ensure that progress is being made.
- 4.3. Impact on Training: N/A
- 4.4. Link Corporate Aims: Bòrd na Gàidhlig will continue to develop how it works.
- 4.5. Impacts on Reputation: It is important the Bòrd na Gàidhlig continues to demonstrate improvement and these audit recommendations contribute to this.
- 4.6. Impacts on Health and Safety: N/A
- 4.7. Legal Impacts: N/A
- 4.8. Impacts on Equality: N/A
- 4.9. Impacts on the Environment: N/A

Cuspair 2.1



5	Links to the	National	Performance	Framework
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Human Rights		Children and Young People	
Culture		Communities	
Environment		Poverty	
Health		International	
Learning		Economy	
Successful Innovative Businesse	s 🗵		

6. Governance Route

6.1. Approved by the Leadership Team on 13 September 2024.

7. Confirmation of Circulation of Document

7.1. This is an open paper.



Audit Recommendations Register

Unique Ref	Date Recommendation	Management Action	Owner	Current Position	Date of Update	Progress	Expected Completion Date
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INTERNAL AUDIT RECOMMENDATIONS

IAR13		Other grant applications (non MFO) are appropriately assessed and approved in line with the limits documented within the desk notes and recommend the evidence of these checks are stored centrally.	We will formalise the recording of the decisions made between Sgioba Stiuiridh meetings.	Funding & Projects Manager	Process now formalised and in place.	09-Sep-24	Complete	30-Jun-24
IAR14		The organisation should introduce an appropriate reporting format to Sgioba Stiuiridh / Policy & Resources Committee in respoct of other grant awards performance.	We will develop a reporting format with which to communicate the review of 2022/23 schemes	Funding & Projects Manager	Reporting format in place and reporting commenced.	09-Sep-24	Complete	30-Sep-24
IAR15	l .	The Risk Register clearly sets out the actions and measures to be used to demonstrate progress.	We will include timelines for the completion of actions.	Head of Finance & Corporate Affairs	This has been incorporated.	09-Sep-24	Complete	30-Sep-24
IAR16		The organisation formally document their testing schedule and outcomes.	These tasked have been integrated to the workplan to ensure they are performed annually.	Head of Finance & Corporate Affairs	This is now in place.	09-Sep-24	Complete	30-Apr-24

EXTERNAL AUDIT RECOMMENDATIONS

Unique Ref	Date added	Recommendation	Management Action	Owner	Current Position	Date of Update	Progress	Expected Completion Date
EAR2			BNG will incorporate the checklist into the procedures for annual report and accounts preparation.	Corporate Affairs	The checklists were used as part of the year end processes but as it was felt that these added another layer of administration, they will not be used going forward.	09-Sep-24	Completed	31-Mar-24

INTERNAL AUDIT OBSERVATIONS

Unique Ref	Date added	Observation	Bord na Gaidhlig Response
IAO1		The induction checklist used old fashioned wording such as 'he' and 'she' when referring to employees. We advise wording should be reviewed and changed accordingly to reflect modern times and employee diversity, for example change 'he or she' to 'they'.	This will be addressed when checklist and other paperwork updated. Majority of policy and other documents use 'they'.
IAO2		The Disability Confident scheme was introduced in 2016 to replace the Guaranteed Interview scheme for disabled employees. This scheme aims to increase opportunities available to disabled job applicants and to change attitudes towards disabled candidates. It would be beneficial to the Organisation to sign up to the Disability Confident scheme to show it is committed to providing equal opportunities for all.	This has now been actioned.



Date: 24 September 2024

Title: Risk Management

Action Required: For Decision

Paper number: 3.1

Spokesperson: Nicola Pearson, Head of Finance & Corporate Affairs

Appendices: PT1 Strategic Risk Register (Page xx-link to page)

1. Purpose

1.1. The paper presents the Strategic Risk Register for the organisation.

1.2. The paper is in English as it will be reviewed by the internal and external auditors as part of their work.

2. Background/Main points

- 2.1. The strategic risk register records and assesses the major risks faced by Bòrd na Gàidhlig. It also records the mitigating actions and progress on these undertaken to reduce or control the level of the risk faced.
- 2.2. Risks are assessed to assert the significance of the threat and at what level the risk should be treated. Each risk is scored as very high, high, medium or low based on the risks Impact x Likelihood. Detailed information on scoring can be found the Risk Management Strategy.
- 2.3. On the register the Gross Score is the score assessed prior to the implementation of the current controls, with the Net Score being the risk assessment including the current controls.
- 2.4. The register aims to focus on the risks (uncertainties, opportunities, and negative impacts) which most directly impact of BnG's priorities.
- 2.5. There have been changes to risk ratings and a number of narratives since the register was presented to the Board in June summarised below.

Risk 个	Risk ↓	Other
Risk 1 - risk ratings have increased since the last review Risk 2 - risk ratings have increased since last review	No ratings have reduced since last review	 Timelines have been added to proposed actions and controls A number of narratives have been updated



3. Recommendation

- 3.1. The Committee is requested to:
 - discuss the register and make recommendations on addition and removal of risks.
 - The committee is requested to approve the register.

4. Main Strategic Impacts

- 4.1. Impact on Finance: No direct impact but ensures that financial risks are considered by the organisation.
- 4.2. Impact on Staff: The risk register provides direction on controls and actions put in place by staff.
- 4.3. Impact on Training: Risk management training to be arranged regularly.
- 4.4. Links to Corporate Aims: Bòrd na Gàidhlig will continue to develop how it works.
- 4.5. Impacts on Reputation: Effective risk management is core to maintaining a positive reputation as an effective and efficient public organisation.
- 4.6. Impacts on Health and Safety: N/A
- 4.7. Legal Impacts: It is a requirement of the Scottish Public Finance Manual that a public body maintains risk management processes

https://www.gov.scot/publications/scottish-public-finance-manual/risk-management/

- 4.8. Impacts on Equality: N/A
- 4.9. Impacts on the Environment: N/A

5. Links to the National Performance Framework

Human Rights		Children and Young People	
Culture		Communities	
Environment		Poverty	
Health		International	
Learning		Economy	
Successful Innovative Businesse	es 🗵		

6. Governance Route

6.1. Approved by the Leadership Team on 13 September 2024.

7. Confirmation of Circulation of Document

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BnG Strategic Risk Register

Untreated risks [what has to be borne with no mitigating actions or controls]: None

Scoring

I/L/S = Impact (max 5) x Likelihood (max 5) = Score

Refer to Section 4 of Risk Management Strategy for detailed information.

Very High	Risk Score 20-25	Unacceptable level of risk exposure that requires immediate mitigating action and monthly monitoring
High	Risk Score 12-16	Unacceptable level of risk which requires controls to be put in place to reduce exposure and monthly monitoring
Medium	Risk Score 6-10	Controls can be put in place or the risk accepted. Subjected to quarterly monitoring.
Low	Risk Score 1-5	Acceptable level of risk subject to six monthly monitoring

Acronyms of people responsible:

ED – Ealasaid MacDonald, Ceannard

IMM – Iain Macmillan, Director

JMH – Jennifer McHarrie, Director

NP – Nicola Pearson, Head of Finance and Corporate Services



Ref	Risk	Cause	Impact	Gross score	Current controls	Net score	Proposed actions and controls	Timeline	Risk
	description			[prior to	[systems already in	[including	[tasks being undertaken to deal		owner
				current	place]	current	with arising risk]		
				controls]		controls]			
				(I/L/S)		(I/L/S)			
1	Inadequate	SG temporary	BnG's	259	Implementation of	2016	Implementation of multi-year		ED
	resources to	freeze on	contribution to	(multi-year funding	4	funding agreements for main		
	deliver the	recruitment	Gaelic	(45X5)	agreements for main	(4×54)	delivery partners which		
	Corporate Plan		development		delivery partners		encourage collaboration		
		Medium and longer-term finances are not	ceases to meet with demand		which encourage collaboration		Review current staff resource to mitigate impact of vacant posts.	Oct '24	
		increased therefore Gaelic development is constrained	We have insufficient staff capacity and/or capability to		Corporate Plan developed in line with new NGLP and approved by SG		New corporate plan to be developed in line with new NGLP.		
		[BnG baseline funding has remained static since 2007/08;	deliver our Corporate Plan Impact on wellbeing of staff and board		Business case presented to SG which has resulted in annual but not consolidated uplifts		Build in agility to take advantage of funding opportunities as they arise Programme for development of	Ongoing Dec '24	
		this is a real- terms decrease of approx 45%]	Reputation is negatively impacted		MFTP updated annually and presented to Board		middle managers skills and knowledge Continue to make the case for increased funding for BnG or amendment to running costs	Ongoing	
					Effective recruitment, induction, training and development		cap		
					and performance				



Ref	Risk	Cause	Impact	Gross score	Current controls	Net score	Proposed actions and controls	Timeline	Risk
	description			[prior to	[systems already in	[including	[tasks being undertaken to deal		owner
				current	place]	current	with arising risk]		
				controls]		controls]			
				(I/L/S)		(I/L/S)			
					management				
					systems in place				
					Budget management				
					in place to comply				
					with SG GiA				
					requirements for				
					running costs				
Risk	Appetite : HIGH	We acknowledge	there is a challenging	g environment	in public finance and co	ntinue to wo	rk closely with our sponsorship tear	n in relation t	to
		resource.							



Ref	Risk	Cause	Impact	Gross score	Current controls	Net score	Proposed actions and controls	Timeline	Risk
	description			[prior to	[systems already in	[including	[tasks being undertaken to deal		owner
				current	place]	current	with arising risk]		
				controls]		controls]			
				(I/L/S)		(I/L/S)			
2	Failure to	Limited control	Difficult for	15 2	Sustained effective	128	New stakeholder strategy being	2024/25	IMM
	objectives an	<u>'</u>	Delivery Partners	[54x3]	communication with	[4x3 2]	developed		
		and impact of	·	[Sixe]	key delivery bodies	[1/62]	New corporate and operational		
	through	third-party	anticipated		Change in GLP		plans will focus on outcomes	ASAP	
	partnerships	delivery	outcomes		processes leading to		with effective performance	following	
	and network	BnG strategies	impacts		engagement		metrics thereby providing	approval	
	organisations	for engagement	Support for Gaelic		between BnG and		clearer direction internally and	of	
	[BnG has	and/or	is undermined		public authorities		externally	Corporate	
	effectively increased its partnership development and advisory function and this needs to be maintained]	relationships do not respond to stakeholders' needs Quality and reach of communication is insufficient to engage Failure to adapt to changes in primary or secondary legislation	Willingness to collaborate and engage with BnG is reduced		Framework agreement with SG			Plan by SG	
Risk	Appetite : HIGH	on the plans they	•	have had appr	oved by BnG. The arran		nd bodies, and relies on the those of based on an agreed shared plan ar	•	



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Ref	Risk	Cause	Impact	Gross score	Current controls	Net score	Proposed actions and controls	Timeline	Risk
	description			[prior to	[systems already in	[including	[tasks being undertaken to deal		owner
				current	place]	current	with arising risk]		
				controls]		controls]			
				(I/L/S)		(I/L/S)			
3	Supporting	BnG advisory	Advice provided	20	Statutory Guidance	15	Revision and renewal of	2025/26	JMH
	growth and	input is not of	by BnG on	[5x4]	on Gaelic Language	[5x3]	Statutory Guidance on Gaelic		
	promotion in	sufficient	Education Reform	[JX+]	Plans published	[5,5]	Education and Guidance on		
	Gaelic	quality and	and other		Consistent advice		Gaelic Language Plans		
	education is	impact	legislation is				1		
	ineffective		ignored or not		provided to the		Increased engagement with	Ongoing	
		Political	implemented		ongoing processes		political parties on the		
		decisions are			for Education		importance of Gaelic education		
		taken which	Gaelic education		Reform and Scottish		for normalising and growing		
		address the	is not normalised		Languages Bill		Gaelic		
		majority, not	within Scotland,		5 11b 60		Land the Control Land		
		the minority	leading to		Engagement with SG		Input to the Scottish Languages		
			reduced uptake,		Gaelic and Scots		Bill process on a new national	2024/25	
		Statutory	attainment and		Division in		GM Education strategy		
		Guidance on	impact		collaborative work				
		Gaelic			Doubleinetien in				
		education is not	Gaelic is not		Participation in				
		sufficiently	normalised across		regional and other				
		strong	Scottish society,		fora to promote				
			increasing		Gaelic				
		Dependant on	language loss and		Contribute to				
		the wider scope	disaffection		education focused				
		support of			consultations				
		external			consultations				
		organisations							
	Appetite :	Advisory role to So	cottish Government o	on Gaelic Educe	ntion means impact not	always guard	anteed		
MED	NUIM								



Ref	Risk	Cause	Impact	Gross score	Current controls	Net score	Proposed actions and controls	Timeline	Risk
	description			[prior to	[systems already in	[including	[tasks being undertaken to deal		owner
				current	place]	current	with arising risk]		
				controls]		controls]			
				(I/L/S)		(I/L/S)			
4	People don't	BnG strategies	Reduced support	12	Communications	9	Continue to develop role of	Ongoing	NP
	understand	for engagement	for Gaelic	[4x3]	strategy refreshed	[3x3]	board members as ambassadors		
	the role and	and/or	development	[4x5]	and being	[SXS]	for BnG		
	functions of BnG	relationships are ineffective Negative media -external/ generally and internal to Gaelic	Reduced impact of BnG and Gaelic speakers and learners lose confidence in the		Increased emphasis on Continued work with organisations who receive funding to clearly acknowledgeing BnG		Use launch of new NGLP and BnG Corporate Plan to reinforce the key messages of what we do Review Communications strategy and update to strengthen processes around press communications.	2024	
	Appetite :	Insufficient communication on what BnG does to make a difference Whilst BnG does was a communication on what BnG does was a difference whilst BnG does was a differe	BnG mission; and therefore negative effect on the community leaving them disenfranchised.	and inform, it	has to accept that there	e may always	be misunderstanding around BnG's	s scope of wo	ork.



Ref	Risk	Cause	Impact	Gross score	Current controls	Net score	Proposed actions and controls	Timeline	Risk
	description			[prior to	[systems already in	[including	[tasks being undertaken to deal		owner
				current	place]	current	with arising risk]		
				controls]		controls]			
				(I/L/S)		(I/L/S)			
5	Failure to maximise the	Communication strategy with	Damages the credibility and	16	Grant systems in place which provide	12	Updated GLP Statutory Guidance being progressed		IMM
	benefits from the work undertaken by our key stakeholders and delivery partners	our key stakeholders and delivery partners is ineffective Insufficient capacity and/or capability among our key stakeholders and delivery partners Delivery	reputation of BnG. Ultimately this could lead to a reduction in support (financial and other) from Scottish Government, key partners and communities	[4x4]	monitoring New multi-year agreements developed Gaelic language plans system in place Increased social media and comms Presentation of progress reports to CPG	[4x3]	Monitoring of NGLP and Corporate Plan Encourage stakeholders and key delivery partners to publicise their good news stories broadly Investigate the possible reinstatement of Communications Officer network	Ongoing Mar '25 Mar '25	
		partners not necessarily delivering in line with BnG's objectives.			GLP Statutory Guidance published				
Risk MED	Appetite :				line how delivery partne actory monitoring repor		l heir own and BnGs objectives and t	he provision	of



Ref	Risk	Cause	Impact	Gross score	Current controls	Net score	Proposed actions and controls	Timeline	Risk
	description			[prior to	[systems already in	[including	[tasks being undertaken to deal		owner
				current	place]	current	with arising risk]		
				controls]		controls]			
				(I/L/S)		(I/L/S)			
6	The governance developments implemented in the organisation are not sustained	Insufficient capacity and/or capability New responsibilities are allocated without commensurate resources Widening field of operations due to external or internal pressure.	Organisation does not meet stakeholders' expectations leading to disillusion and criticism; ultimately impacting on Gaelic development	16 [4x4]	Continuous improvement planning system in place Increasing use of technology to assist in more administrative tasks enabling staff to focus on higher level impact Increased number of board members bringing additional skills and resilience	9 [3x3]	Engage fully in parliamentary process for new languages bill Review and update organisational Succession Plan	2024/25 Oct '24	ED
Risk	Appetite :	Skills developmen	at is a priority, as is en	ngagement, wit	Programme of internal audit in place. th matrix in place to mo	nitor progres	rs.		
MED	IUM								



Date: 24 September 2024

Title: Audit and Assurance Committee Work Plan 2024/25

Action Required: For Decision

Paper number: 4.1

Spokesperson: Nicola Pearson

Appendices: PT1 Work Plan 2024/25

1. Purpose

1.1. In The purpose of this report is to provide the Audit and Assurance Committee with a work plan which sets out the key issues that the Committee needs to consider as part of its work program for the year.

1.2. The paper is in English as it is presented by the Head of Finance and Corporate Affairs.

2. Background/Main points

- 2.1. Both Committees and the Board of BnG have a work program. They are useful in planning and ensuring that relevant and regular topics are presented throughout the year.
- 2.2. The 2024/25 workplan was last reviewed in May 2024.
- 2.3. The Plan covers the Committee's annual cycle. The plan is reviewed at each meeting to ensure it is complete or where there are deviations, these are monitored.

3. Recommendation

- 3.1. The Committee are requested to:
 - Make recommendations for changes as viewed as appropriate
 - Approve the Work Plan

4. Main Strategic Impacts

- 4.1. Impact on Finance: The work plans do not have a financial impact but do ensure that financial matters are properly scrutinised by the Committee.
- 4.2. Impact on Staff: The workplans provide a guide to officers as to work to be developed during the year.
- 4.3. Impact on Training: N/A
- 4.4. Links to Corporate Aims: Bòrd na Gàidhlig will continue to develop how it works.
- 4.5. Impacts on Reputation: The work plans ensure that the Committee fulfils its responsibilities; this has a positive impact on the organisation's reputation.
- 4.6. Impacts on Health and Safety: N/A
- 4.7. Legal Impacts: The work plans ensure that the Committee fulfils its statutory responsibilities.



- 4.8. Impacts on Equality: N/A
- 4.9. Impacts on the Environment: N/A

5. Links to the National Performance Framework

Human Rights		Children and Young People	
Culture		Communities	
Environment		Poverty	
Health		International	
Learning		Economy	
Successful Innovative Businesse	s 🗵		

6. Governance Route

N/A

7. Confirmation of Circulation of Document

7.1. This is an open paper.



A' Chomataidh Sgrùdaidh is Dearh	hachd (CSD) Plana Obrach 2024/25	Cèitean	Sultain	Samhain	Gearran
A Chomatalan Sgradalan is Dearg	oriacità (CSD) Frana Obracii 2024/25	21/05/2024	24/09/2024	19/11/2024	25/02/2025
			-		
uingean Stèidhichte					
Cùisean Tòiseachaidh / Fàilte	Introduction / Welcome	٧	٧	٧	٧
Nochdadh Com-pàirt	Declarations of Interest	٧	٧	٧	٧
Geàrr-chunntas	Minutes	٧	٧	٧	٧
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Co-dhùnaidhean eadar coinneamhan	Decisions between meetings	٧	٧	٧	٧
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Inbhe Molaidhean Sgrùdadh	Status of Audit Recommendations	٧	٧	٧	٧
Plana-obrach	Workplan	٧	٧	٧	٧
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Buidhnean Taobh a-muigh - Stiùireadh Coileanaidh	External Organisations - Performance Management	٧			
Rianachd Mhì-chinntean	Risk Management	٧			
Aithisg Bhliadhnail In-sgrùdadh	Internal Audit Annual Report	٧			
Leanmhainn	Follow Up Review	٧			
Tabhartasan do Bhuidhnean Gàidhlig	Grants to Gaelic Organisations			٧	
Lèirmheas air modail maoineachaidh ùr na PBG	Review of new MFO funding model			٧	
Solarachadh	Procurement				٧
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Riaghladh agus Rianachd Mhì-chinntean	Governance and Risk Management				٧
Rola-pàighidh agus cosgaisean (Cèitean 25)	Payroll and Expenses (May 25)				
Buidhnean Taobh a-muigh - Stiùireadh Coileanaidh	External Organisations (MFOs) - Performance Management (May 25)				
-					
uingean Cunbhalach Bliadhnail					
Plana Sgrùdadh Bliadhnail In-sgrùdaidh	Internal Audit, Annual Audit Plan	٧			
Plana Sgrùdadh Bliadhnail Taobh a-muigh	External Audit, Annual Audit Plan				٧
Aithisg Sgrùdadh Bliadhnail Taobh a-muigh	External Audit, Annual Audit Report		٧		
Dreachdan den Aithisg Bhliadhnail is na Cunntasan	Annual Report & Accounts		٧		
Aithisg Bliadhnail na CSRC don Bhòrd-stiùiridh	AAC Annual Report to the Board	٧			
Ath-sgrùdadh Bliadhnail air na Bun-Riaghailtean	Review of the Terms of Reference	٧			
Sgrùdadh Fhein Bliadhnail air Èifeachdas na Comataidh Sgrùdaidh	Self assessment of Audit Committee Effectiveness				٧
Aithisg Dìon Dàta	Data Protection Report	٧		٧	
Aithris Luach as Fheàrr	Best Value Statement	٧			
Sgrùdadh Luach as Fheàrr	Best Value Review				٧
Aithisg air Tèarainteachd Dhidsiteach	Cyber Resilence Report				٧
Ro-innleachd Rianachd Mhì-chinntean	Risk Management Strategy	٧			