



Meeting Date	Agenda Item	Action	Person(s) Responsible	Current Status/Action Taken	Date Completed

Completed Actions					
11/09/2018	6	<p><b>EXTERNAL AUDIT ANNUAL REPORT TO THOSE CHARGED WITH GOVERNANCE AND THE AUDITOR GENERAL IN SCOTLAND</b></p> <p>KL will draft a management response for the report, JWa to draft KL a response for this.</p>	<b>Julie Watters</b>	This has been completed.	14/09/18

<b>Completed Actions</b>					
<b>11/09/2018</b>	<b>5</b>	<p><b>FINAL INTEGRATION JOINT BOARD GOVERNANCE STATEMENT</b></p> <p>Appendix 1 highlights Elected Members and Officers of the IJB are committed to the concept and delivery sound governance and the effective delivery of IJB services. IC highlighted for Elected to be amended to Appointed Members.</p> <p>LD mentioned Appendix 2 page 14 is to confirm Grace Cardozo as chair until May 2017 not 2018. The committee confirmed this document works well, LD mentioned there is some information missing.</p>	<b>Katy Lewis</b>	This was updated in final version which was submitted to IJB	14/09/18
<b>19/03/2018</b>	<b>7</b>	<p><b>External Auditors Draft Audit Plan 2017/18</b></p> <p>KL will share the Audit Scotland Scope of review to the committee.</p>	<b>Katy Lewis</b>		12/04/2018

<b>Completed Actions</b>					
<b>18/12/2017</b>	<b>8</b>	<p><b>Chief finance officer quarterly update</b></p> <p>There was some discussion on the Draft Scottish Government budget from 15th December and KL confirmed she will provide an update to IJB members at the Performance and Finance Committee meeting on 10 January.</p>	<b>Katy Lewis</b>	Update provided at committee	12/04/2018
<b>18/12/2017</b>	<b>6</b>	<p><b>Chief internal auditor quarterly update</b></p> <p>KL to pick up a conversation with IC and LD around this work and how this should be progressed. IC confirmed he has asked for a high level meeting with each member as part of the Audit Planning process.</p>	<b>Katy Lewis</b>		
<b>18/09/17</b>	<b>5</b>	<p><b>Risk Management</b> – KL to discuss issues with shared reporting systems with the IT Department and data sharing arrangements between the organisations.</p>	<b>Katy Lewis</b>	18/12/2017 – Julie White has asked for some work to be progressed around this and to be taken to the IJB.	
	<b>5</b>	<p><b>Risk Management</b> – Information security item should be a substantive item on the Agenda and KL will discuss with IT Leads</p>	<b>Katy Lewis</b>		
	<b>5</b>	<p><b>Risk Management</b> – A Risk Appetite Workshop will be scheduled</p>	<b>Maureen Stevenson</b>		

<b>Completed Actions</b>					
	<b>8</b>	<b>Report from External Auditors –</b> Further work is required for the assurance process on next year's accounts and details will be presented to Committee in advance of the June meeting	<b>Katy Lewis</b>		
<b>21/06/2018</b>	<b>7</b>	<b>Internal Audit Update</b> JW will capture everything in an annual report and will bring back to this meeting in September and provide assurance to Committee members that any issues raised will	<b>Julie Watters</b>	Internal Audit Annual Report on agenda for September meeting	<b>31/08/2018</b>
<b>21/06/18</b>	<b>9</b>	<b>Information Assurance/ Information Sharing Update</b> Invite GG to the September meeting to provide a further update.	<b>Hannah Green</b>	HG emailed Sharon Lynch 23/07/18 to invite GG. Nigel Gammage will attend in Graham's place. Let Nigel know what time and venue.	<b>11/09/2018</b>
<b>21/06/18</b>	<b>12</b>	<b>Draft Annual Report &amp; Accounts 2017/18</b> The final audit version of the accounts will be presented to members at the September committee.	<b>Katy Lewis</b>	On agenda for meeting.	<b>31/08/2018</b>

<b>Completed Actions</b>					
<b>19/03/2018</b>	<b>6</b>	<b>Chief internal auditor quarterly update</b>  At the next IJB Audit & Risk committee JWa will have details for all the requirements for the IJB which will come from the Auditee Completion for the	<b>Julie Watters</b>	11/06/2018 – On agenda meeting of 21st June 2018	
<b>19/03/2018</b>	<b>8</b>	<b>Annual Accounts 2017/18 Update</b>  At the next meeting there will be a draft set up account for review, there is a piece KL would like agreed, that the IJB delegate the process to the Audit & Risk Committee, KL will work with Alison Warrick to get a paper to the May	<b>Katy Lewis</b>	11/06/2018 – On Agenda for meeting of 21st June 2018.  Accounts approved and process agreed through IJB	<b>31/08/2018</b>
<b>19/03/2018</b>	<b>10</b>	<b>Information Sharing</b>  JW confirmed something is to be brought to the May IJB if this is not progressed.	<b>Julie White</b>	11/06/2018 – On Agenda for meeting of 21st June 2018	<b>21/06/2018</b>