

## ACTION LIST – IJB AUDIT AND RISK COMMITTEE

Meeting Date	Agenda Item	Action	Person(s) Responsible	Target Date	Current Status/Action Taken	Date Completed
11/03/19	5	<p><b>RISK STRATEGY UPDATE</b></p> <p>KL to bring back an update on the implementation of Risk Systems to the next meeting.</p>	Maureen Steven/ Katy Lewis	24 June 2019	Review of Risk Strategy but will not be available until September 2019.	
11/03/19	6	<p><b>IMPROVING INFORMATION/ DATA SHARING UPDATE</b></p> <p>IJB Audit and Risk Committee requested that GG update members with more detail on Network security issues.</p>	Graham Gault	24 June 2019	Invite to next committee issued and updated paper requested.	
11/03/19	11	<p><b>AOB</b></p> <p>It was noted that there is a vacancy on the IJB Audit and Risk Committee, the Standing Orders state that there should be 4 Voting Members sitting on the Committee - currently there are 3. IJB Audit and Risk Committee agreed that this would be raised at the next IJB to seek nominations for a 4th Voting Member.</p>	Ian Carruthers / Hannah Green	03 April 2019	Confirm that KL has discussed with governance office who has confirmed with IJB Chair that the vacancy won't be filled until all IJB members confirmed. Still awaiting formal clarification from NHS on some potential changes.	
17/12/18	5	<p><b>RISK STRATEGY UPDATE</b></p> <p>KL plans to discuss the issue of risks regarding the issuing of Directions with Julie White.</p>	Katy Lewis	30 April 2019	This will be incorporated into review of risks identified as part of H&SCI self assessment.	

Meeting Date	Agenda Item	Action	Person(s) Responsible	Target Date	Current Status/Action Taken	Date Completed
17/12/18	5	<p><b>RISK STRATEGY UPDATE</b></p> <p>IC suggested that a Workshop should take place early next year discussing risk strategy with the IJB committee. IJB Members, NHS Board Members, all Council Members, NHS Internal Audit and Council Internal Audit will be invited along to the Workshop.</p>	Hannah Green/ Katy Lewis	30 April 2019	<p>JW will discuss Workshop prioritization with PH.</p> <p>HG to check workshop dates with AM.</p> <p>Agreed to incorporate into Audit Scotland work and hold a workshop at a future meeting if required. KL has advised JW and will feedback at future date.</p>	
17/12/18	7	<p><b>EXTERNAL AUDITORS DRAFT PLAN 2018/19</b></p> <p>JB will submit this report to Audit Scotland which they will then publish on their website.</p>	Joanne Brown	30 April 2019	<p>Joanne is sending the final updated version to Audit Scotland this month. Audit Scotland will publish this on their website around April 2019 once all reports are received from all partnerships.</p>	

Completed Actions						
Meeting Date	Agenda Item	Action	Person(s) Responsible	Current Status / Action Taken	Date Completed	
11/03/19	5	<p><b>RISK STRATEGY UPDATE</b></p> <p>LD requested that any outcomes from the Audit Scotland Workshop on 15 April be fed back to JW to inform the Audit Plan for the year. IJB Audit and Risk Committee agreed that a session in early May 2019 should be organised to discuss this and the Committee Self Assessment.</p>	Katy Lewis / Hannah Green	Workshop agreed as part of the Audit and Risk Committee scheduled for 24 <sup>th</sup> June to review and discuss	24/06/19	

<b>Completed Actions</b>					
<b>11/03/19</b>	<b>5</b>	<b>RISK STRATEGY UPDATE</b>  The Risk Officers from NHS D&G and D&G Council are to be invited to the next IJB Audit and Risk Committee in order to provide an update on the current arrangements for risk assessment in the parent bodies.	<b>Hannah Green</b>	Invites to next Audit and Risk Committee provided	<b>24/06/19</b>
<b>11/03/19</b>	<b>9</b>	<b>EXTERNAL AUDITORS PROGRESS REPORT</b>  Members were informed that the External Auditors met with Gavin Stevenson, Jeff Ace and Julie White to gauge if there are any other processes that the 3 bodies require support with. KL to get clarity from Joanne Brown on the outcomes from this meeting	<b>Katy Lewis/ Joanne Brown</b>	External audit met with the Chief officer and the two chief executives to discuss how planning and the risk assessment between the 3 organisations could be better linked by external audit recognising the wider risks across all three organisations. This could be producing a combined audit plan for 19/20 and a summary report pulling all issues common across the three organisations into one executive summary which could be shared with all 3 bodies. This would support efficiency but also clarity of messaging across the three bodies on shared risk.	<b>24/06/19</b>
<b>11/03/19</b>	<b>11</b>	<b>AOB</b>  Members requested that the time of the next meeting could be brought forward to 1.00pm, noting that this was being held in the Local Authority's Garroch Business Park facility in order to comply with an earlier request from Committee Members that the venue is not always within the Health Board's premises. KM to check with HG whether timings can be amended to 1.00pm.	<b>Kyle McKie / Hannah Green</b>	Meeting start time amended to 1.00pm	<b>18/03/19</b>

<b>Completed Actions</b>					
<b>17/12/18</b>	<b>6</b>	<b>DRAFT INTERNAL AUDIT PLAN</b>  There was a discussion at committee as to whether the recruitment and retention audit for the NHS covered both organisations. JWa will bring back an update to the next meeting.	<b>Julie Watters</b>	JWa will provide an update in her quarterly report to the March A&R committee.	11/03/19
<b>17/12/18</b>	<b>6</b>	<b>DRAFT INTERNAL AUDIT PLAN</b>  It was agreed that from 2019/20, it would be advantageous for the potential on at least one shared Audit between the NHS and Council to be carried out. IC will push to make sure that this process is in place with both the NHS and the Council Audit and Risk Committees.	<b>Ian Carruthers</b>	A planning meeting took place between IC, LD, JWa and Chief Internal Auditor of DGC to explore options. A further meeting is being scheduled.	11/03/19
<b>11/09/18</b>	<b>10</b>	<b>INFORMATION SHARING UPDATE</b>  IC has asked for this report to come back once the Full Council have reviewed this and this will be monitored by KL, G Gault and N Gammage.  17 <sup>th</sup> December 2018 – Update HG to circulate Information Sharing Update that has been sent to the Full Council	<b>Katy Lewis / Graham Gault / Nigel Gammage</b>	G Gault is attending the March 2019 meeting to provide this update. G Gault to do a cover paper and an update ahead of the meeting in March.	11/03/19

Completed Actions					
21/06/2018	8	<p><b>Update Risk Report</b></p> <p>There was a discussion about the review of risk arrangements about support for MS from the Council and that the committee would like an update at the next meeting on progress on this. KL also confirmed that JW would be updating members at the directions workshop next Monday.</p> <p><b>11/09/2018</b> - KL highlighted this paper does</p>	<p><b>Maureen Stevenson</b></p>	<p>This was discussed at the December meeting</p>	<p>17/12/2018</p>