

IJB AUDIT AND RISK COMMITTEE – ACTION LIST AND ROLLING AGENDA MATRIX

Meeting Date	Agenda Item	Action	Person(s) Responsible	Target Date	Current Status/Action Taken	Date Completed
24/06/2019	6	Draft Internal Audit Plan 2019/20 <ul style="list-style-type: none"> • JWa asked for governance updated to be presented regularly to this Committee and Julie White will provide an update to the next meeting • JW will review resource and capacity for the IJB in relation to providing assurance around risk 	Julie White Julie White	09/09/19 09/09/19	JWa asked for updates on the governance audit to be presented regularly to this Committee and Julie White will provide an update to the next meeting JW and KL to discuss at next 1:1 but agreed in interim that AW will support and that a risk sub group be established to progress work and a fuller update be presented to the December Audit and Risk committee	
	12	Information Assurance/Information Sharing Update JW has asked Graham Gault to provide her with a timeline on the delivery of information sharing	Graham Gault	09/09/19	23/08/19 GG is working on this with no timeline yet	
11/03/2019	5	Risk Strategy Update KL to bring an update on the implementation of Risk Systems to the next meeting	Katy Lewis	09/09/19	Initial discussions on development of risk for the IJB are underway, a clear timeline and milestones will be presented to December Committee (added to the Agenda Matrix)	
Completed Actions						

Meeting Date	Agenda Item	Action	Person(s) Responsible	Target Date	Current Status/Action Taken	Date Completed
24/06/2019	5	External Audit Progress Update Report JW to share the Audit Scotland Self Assessment with Angelo Gustinelli from the external auditors.	Julie White	07/2019	KL has shared this with AG	07/2019
24/06/2019	8	IJB Draft Governance Statement and Assurances Processes Annual Governance Report to be presented to Committee in September	Julie Watters	09/09/19	Added to Agenda	29/08/19
24/06/2019	13	Committee Assurance Statement Chair to provide a statement of assurance	Ian Carruthers	29/08/19	Completed by KL	29/08/19

Rolling Agenda Matrix

	16/12/2019	March 2020	June 2020	September 2020
Substantive Items	<ul style="list-style-type: none"> • Apologies • Declarations of Interest • Minute of Previous Meeting • Any Other Business • Date of Next Meeting 	<ul style="list-style-type: none"> • Apologies • Declarations of Interest • Minute of Previous Meeting • Any Other Business • Date of Next Meeting 	<ul style="list-style-type: none"> • Apologies • Declarations of Interest • Minute of Previous Meeting • Any Other Business • Date of Next Meeting 	<ul style="list-style-type: none"> • Apologies • Declarations of Interest • Minute of Previous Meeting • Any Other Business • Date of Next Meeting
External Audit	<ul style="list-style-type: none"> • Draft External Audit Plan 	<ul style="list-style-type: none"> • Progress Update Report 	<ul style="list-style-type: none"> • Draft Annual Plan and Accounts 	<ul style="list-style-type: none"> • Audit Plan • Annual Report
Internal Audit	<ul style="list-style-type: none"> • Draft Internal Audit Plan 	<ul style="list-style-type: none"> • Progress Update Report 	<ul style="list-style-type: none"> • Progress Update Report 	<ul style="list-style-type: none"> • Audit Activity Report Limited Assurance Audit Update
Risk	<ul style="list-style-type: none"> • Risk Management Quarterly Progress Report • Risk Strategy Update 	<ul style="list-style-type: none"> • Risk Management Quarterly Progress Report 	<ul style="list-style-type: none"> • Risk Management Quarterly Progress Report 	<ul style="list-style-type: none"> • Risk Management Quarterly Progress Report
Information Assurance/Information Sharing	<ul style="list-style-type: none"> • Information Sharing Update 	<ul style="list-style-type: none"> • Information Sharing Update 	<ul style="list-style-type: none"> • Information Sharing Update 	<ul style="list-style-type: none"> • Information Sharing Update
Financial Reporting	<ul style="list-style-type: none"> • Quarterly Update 	<ul style="list-style-type: none"> • Quarterly Update 	<ul style="list-style-type: none"> • Quarterly Update 	<ul style="list-style-type: none"> • Annual Report and Accounts
Other			<ul style="list-style-type: none"> • Audit Scotland Report Register • Draft Governance Statement and Assurance Process 	

