Section 1 – Action List Audit and Risk Committee

Meeting Date	Agenda Item	Action	Person(s) Responsible	Target Date	Current Status/Action Taken	Date Completed
09/03/20	8	**Risk Management Quarterly Progress Report** KL confirmed another update will be brought back to the June IJB Audit and Risk Committee. LD asked around the themes in the Audit Scotland report, these are required to be linked with the risks and KL agreed to action this.	**Katy Lewis**	**08/06/20**	Outstanding	
09/03/20	9	**Primary Care Transformation Programme Board Risk Register** LD raised a query around Risk 12 and the way it is described in the final column and whether the information for this was complete. KL agreed to pick this up with the Project Lead and feedback.	**Katy Lewis**	**08/06/20**	PCTB hasn't met since March with Programme Team working on Covid priorities. Query remains outstanding.	
16/12/19	3	**Minutes of the previous meeting of 9th September 2019** IC would like to carry out an evaluation of the Governance review, to determine how much detail should be included within the minutes of the Committee meetings. This will be highlighted	**Ian Carruthers / Alison Warrick**	**09/03/20**	07/01/2020 Emailed IC 21/01/20 Left message on IC voicemail awaiting response 09/03/20 IC to call Alison on the 11th March 2020 for discussion Outstanding	

		to the Governance Officer.				
16/12/19	5	**Draft External Audit Plan 2019/20** JB emphasised that the report is in draft format, due to awaiting the fee being confirmed by Audit Scotland. Once this has been confirmed, the report will be re-issued with the fee included and will be circulated around this Committee.	**Joanne Brown**	09/03/20	09/03/20 KL confirmed this is now complete	09/03/20
16/12/19	9	**AOCB** The membership vacancy for this Committee was discussed at the December IJB, where it was determined that the vacancy is required to be filled by an NHS member. LD agreed to take this action forward.	**Laura Douglas**	09/03/20	**21/01/2020** NHS IJB Voting Members to bring forward to the IJB Meeting on the 6th February their nomination for this Committee. This remains outstanding and will be flagged to the Chair.	
24/06/19	7	**RISK MANAGEMENT QUARTERLY PROGRESS REPORT** It was agreed that this Committee needs to scope out what is required in terms of corporate risk support. Once completed Julie White will discuss this with the Health and Social Care Leadership Group	**Katy Lewis/Alison Warrick**	09/03/2020	09/09/19 – KL assured the Committee that AW will now be working on the corporate risks and provide a more detailed report at the December meeting. Deferred to the March meeting. 09/01/2020 KL/AW met to discuss and will have further discussion on 27/01/2020	

		COMPLETED ACTIONS				
Meeting Date	**Agenda Item**	**Action**	**Person(s) Responsible**	**Target Date**	**Current Status/Action Taken**	**Date Completed**
16/12/19	**2**	**Declaration(s) of Interest** Discussion took place to ensure that appropriate audit and risk representatives from both partner Organisations are invited to this committee.	**Hannah Green**	**09/03/20**	03/01/20 – HG added Kevin Geraghty to the distribution list.	**03/01/2020**
16/12/19	**7**	**Quarterly Update Report from Chief Finance Officer** Due to an Information Sharing paper being presented to full Council in early 2020, an update on this subject will be provided at the March IJB Audit and Risk Committee meeting.	**Graham Gault / Sheila Mohan / Graham McIlorum**	**09/03/20**	01/103/2020 On the Rolling Agenda Matrix for the March meeting	**03/01/2020**
24/06/19	**6**	**INTERNAL AUDIT UPDATE** • Meeting to be organised to discuss further scope of internal audit work. Julie and Katy to be included in this.	**Hannah Green**	**09/09/19**	KL updated JW on this action at her 1:1 on the 11/11/19	**11/11/19**
09/09/19	**7**	**Information Sharing** KL asked for the full council report on Information Sharing to be presented to the December	**KL**	**16/12/19**	21/11/19 On Agenda for the first meeting in 2020. Sheila Mohan to forward this report through in the new year. IC confirmed that this should be reported to Full	**21/11/19**

11/03/19	11	AOB	Alison Warrick	24/09/19	Council in December 2019.	28/11/19
		Committee				
		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. The Committee agreed that this would be raised at the next IJB to seek nominations for a 4th Voting Member.			NHS Business Manager advised that Membership of IJB will be discussed at NHS Board on the 7th October. A Membership update will be presented to the IJB in December Paper on the Agenda for the IJB on the 6/12/19	

Section 2 - Agenda Matrix

Substantive Items	09/03/2020	08/06/2020	07/09/2020	07/12/2020
	• **Apologies** • **Declarations of Interest** • **Minute of the Previous Meeting** • **Action List and Rolling Agenda Matrix** • **AOCB**	• **Apologies** • **Declarations of Interest** • **Minute of the Previous Meeting** • **Action List and Rolling Agenda Matrix** • **AOCB**	• **Apologies** • **Declarations of Interest** • **Minute of the Previous Meeting** • **Action List and Rolling Agenda Matrix** • **AOCB**	• **Apologies** • **Declarations of Interest** • **Minute of the Previous Meeting** • **Action List and Rolling Agenda Matrix** • **AOCB**

	• Date of Next Meeting	• Date of Next Meeting	• Date of Next Meeting	• Date of Next Meeting
Annual Accounts	•			
External Audit	• Progress Update Report	• Progress Update Report	• Audit Plan • Annual Report	• Progress Update Report
Internal Audit	• Audit Activity Report • Limited Assurance Audit Update	• Audit Plan • Internal Audit Annual Report	• Audit Activity Report • Limited Assurance Audit Update • Internal Audit Annual Report	• Audit Activity Report • Limited Assurance Audit Update
Risk	• Risk Management Quarterly Progress Report	• Risk Management Quarterly Progress Report	• Risk Management Quarterly Progress Report	• Risk Management Quarterly Progress Report
Information Assurance/Information Sharing	• Update required following paper presented to full council – Graham Gault/Sheila Mohan	•	•	•
Financial Reporting	• Quarterly Update from Chief Finance Officer	• Quarterly Update from Chief Finance Officer	• Quarterly Update from Chief Finance Officer	• Quarterly Update from Chief Finance Officer
Other	•	•	•	•