

Section 1 – Action List Audit and Risk Committee

Meeting Date	Agenda Item	Action	Person(s) Responsible	Target Date	Current Status/Action Taken	Date Completed
16/12/19	3	<p>Minutes of the previous meeting of 9th September 2019</p> <p>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 to the Governance Officer.</p>	Ian Carruthers / Alison Warrick	09/03/20	07/01/2020 Emailed IC 21/01/20 Left message on IC voicemail awaiting response	
16/12/19	5	<p>Draft External Audit Plan 2019/20</p> <p>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.</p>	Joanne Brown	09/03/20		
16/12/19	9	<p>AOCB</p> <p>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.</p>	Laura Douglas	09/03/20	21/01/2020 NHS IJB Voting Members to bring forward to the IJB Meeting on the 6 th February their nomination for this Committee.	

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	<p>INTERNAL AUDIT UPDATE</p> <ul style="list-style-type: none"> 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	<p>Information Sharing</p> <p>KL asked for the full council report on Information Sharing to be presented to the December Committee</p>	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 Council in December 2019.	21/11/19
11/03/19	11	<p>AOB</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. The Committee agreed that this would be raised at the next IJB to seek nominations for a 4th Voting Member.</p>	Alison Warrick	24/09/19	<p>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</p> <p>Paper on the Agenda for the IJB on the 6/12/19</p>	28/11/19

Section 2 - Agenda Matrix

Substantive Items	09/03/2020	08/06/2020	07/09/2020	07/12/2020
	<ul style="list-style-type: none"> • Apologies • Declarations of Interest • Minute of the Previous Meeting • Action List and Rolling Agenda Matrix • AOCB • Date of Next Meeting 	<ul style="list-style-type: none"> • Apologies • Declarations of Interest • Minute of the Previous Meeting • Action List and Rolling Agenda Matrix • AOCB • Date of Next Meeting 	<ul style="list-style-type: none"> • Apologies • Declarations of Interest • Minute of the Previous Meeting • Action List and Rolling Agenda Matrix • AOCB • Date of Next Meeting 	<ul style="list-style-type: none"> • Apologies • Declarations of Interest • Minute of the Previous Meeting • Action List and Rolling Agenda Matrix • AOCB • Date of Next Meeting
Annual Accounts	•			
External Audit	<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 Plan • Annual Report 	<ul style="list-style-type: none"> • Progress Update Report
Internal Audit	<ul style="list-style-type: none"> • Audit Activity Report • Limited Assurance Audit Update 	<ul style="list-style-type: none"> • Audit Plan • Internal Audit Annual Report 	<ul style="list-style-type: none"> • Audit Activity Report • Limited Assurance Audit Update 	<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 	<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"> • Update required following paper presented to full council – Graham Gault/Sheila Mohan 	•	•	•
Financial Reporting	<ul style="list-style-type: none"> • Quarterly Update from Chief 	<ul style="list-style-type: none"> • Quarterly Update from Chief 	<ul style="list-style-type: none"> • Quarterly Update from Chief 	<ul style="list-style-type: none"> • Quarterly Update from Chief

	Finance Officer	Finance Officer	Finance Officer	Finance Officer
Other	•	•	•	•