

## ACTION LIST – IJB AUDIT AND RISK COMMITTEE

Meeting Date	Agenda Item	Action	Person(s) Responsible	Current Status/Action Taken	Date Completed
19/03/2018	6	<p><b>Chief internal auditor quarterly update</b></p> <p>At the next IJB Audit &amp; Risk committee JWa will have details for all the requirements for the IJB which will come from the Audits. Completion for the Audits is the end of May.</p> <p>KL confirmed the Progress Report will be on the next Agenda.</p>	<p><b>Julie Watters</b></p> <p><b>Katy Lewis</b></p>	<p><b>11/06/2018 – On Agenda for meeting of 21<sup>st</sup> June 2018</b></p> <p><b>11/06/2018 – On Agenda for meeting of 21<sup>st</sup> June 2018</b></p>	
19/03/2018	8	<p><b>Annual Accounts 2017/18 Update</b></p> <p>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 &amp; Risk Committee, KL will work with Alison Warrick to get a paper to the May Meeting. Final meeting will be in September, then to the December IJB and this will be published by the end of October.</p>	<p><b>Katy Lewis</b></p>	<p><b>11/06/2018 – On Agenda for meeting of 21<sup>st</sup> June 2018</b></p>	

<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>	<b>11/06/2018</b> – On Agenda for meeting of 21 <sup>st</sup> June 2018	
<b>Completed Actions</b>					
<b>19/03/2018</b>	<b>7</b>	<b>External Auditors Draft Audit Plan 2017/18</b>  KL will share the Audit Scotland Scope of review to the committee.	<b>Katy Lewis</b>		<b>12/04/2018</b>
<b>18/12/2017</b>	<b>8</b>	<b>Chief finance officer quarterly update</b>  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 the 10 <sup>th</sup> January.	<b>Katy Lewis</b>	<b>Update provided at committee</b>	<b>12/04/2018</b>
<b>18/12/2017</b>	<b>6</b>	<b>Chief internal auditor quarterly update</b>  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	<b>Katy Lewis</b>		

		part of the Audit Planning process.			
<b>18/09/17</b>	<b>5</b>	<b>Risk Management</b> – KL to discuss issues with shared reporting systems with the IT Department and data sharing arrangements between the organisations.	<b>Katy Lewis</b>	<b>18/12/2017</b> – Julie White has asked for some work to be progressed around this and to be taken to the IJB.	
	<b>5</b>	<b>Risk Management</b> – Information security item should be a substantive item on the Agenda and KL will discuss with IT Leads	<b>Katy Lewis</b>		
	<b>5</b>	<b>Risk Management</b> – A Risk Appetite Workshop will be scheduled	<b>Maureen Stevenson</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>		

## Rolling Agenda Matrix

	<b>28/08/18</b>	<b>17/12/18</b>	<b>March 2019</b>	<b>June 2019</b>
<b>Substantive Items</b>	<b>Apologies</b>  <b>Declarations of Interest</b>  <b>Minute of the Previous Meeting</b>  <b>Matters Arising/Action List/Rolling Agenda Matrix</b>  <b>AOCB</b>  <b>Date of Next Meeting</b>	<b>Apologies</b>  <b>Declarations of Interest</b>  <b>Minute of the Previous Meeting</b>  <b>Matters Arising/Action List/Rolling Agenda Matrix</b>  <b>AOCB</b>  <b>Date of Next Meeting</b>	<b>Apologies</b>  <b>Declarations of Interest</b>  <b>Minute of the Previous Meeting</b>  <b>Matters Arising/Action List/Rolling Agenda Matrix</b>  <b>AOCB</b>  <b>Date of Next Meeting</b>	<b>Apologies</b>  <b>Declarations of Interest</b>  <b>Minute of the Previous Meeting</b>  <b>Matters Arising/Action List/Rolling Agenda Matrix</b>  <b>AOCB</b>  <b>Date of Next Meeting</b>
<b>Annual Accounts Assurance</b>	<b>Final Governance Statement</b>			
<b>External Audit</b>	<b>Annual Report to those charged with Governance and the Auditor General in Scotland</b>	<b>Audit Plan</b>	<b>Progress Update Report</b>	<b>Progress Update Report</b>
<b>Internal Audit</b>	<b>Audit Activity Report Limited Assurance Audit Update</b>	<b>Audit Activity Report Limited Assurance Audit Update</b>	<b>Audit Activity Report Limited Assurance Audit Update</b>	<b>Audit Plan Internal Audit Annual Report</b>
<b>Risk</b>	<b>Risk Management Quarterly Progress Report</b>	<b>Risk Management Quarterly Progress Report</b>	<b>Risk Management Quarterly Progress Report</b>	<b>Risk Management Quarterly Progress Report</b>
<b>Information Assurance/Information Sharing</b>	<b>Update as Requested</b>	<b>Update as Requested</b>	<b>Update as Requested</b>	<b>Update as Requested</b>
<b>Financial Reporting</b>	<b>Quarterly Update from Chief Finance Officer</b>	<b>Quarterly Update from Chief Finance Officer</b>	<b>Quarterly Update from Chief Finance Officer</b>	<b>Quarterly Update from Chief Finance Officer</b>