

ACTION LIST – IJB AUDIT AND RISK COMMITTEE

Meeting Date	Agenda Item	Action	Person(s) Responsible	Current Status/Action Taken	Date Completed
21/06/2018	7	<p>Internal Audit Update</p> <p>JW will capture everything in an annual report and will bring back to this meeting in September and provide assurance to Committee members that any issues raised will be brought back.</p>	Julie Watters	Internal Audit Annual Report on agenda for September meeting	31/08/18
21/06/18	8	<p>Update Risk Report</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>	Maureen Stevenson		
21/06/18	9	<p>Information Assurance/ Information Sharing Update</p> <p>Invite GG to the September meeting to provide a further update.</p>	Hannah Green	HG emailed Sharon Lynch 23/07/18 to invite GG. Nigel Gammage will attend in Graham's place. Let Nigel know what time and venue.	

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21/06/18	12	<p>Draft Annual Report & Accounts 2017/18</p> <p>The final audit version of the accounts will be presented to members at the September committee.</p>	Katy Lewis	On agenda for meeting.	31/08/18
19/03/2018	6	<p>Chief internal auditor quarterly update</p> <p>At the next IJB Audit & 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>Julie Watters</p> <p>Katy Lewis</p>	<p>11/06/2018 – On agenda meeting of 21st June 2018</p> <p>11/06/2018 – On agenda meeting of 21st June 2018</p>	31/08/18
19/03/2018	8	<p>Annual Accounts 2017/18 Update</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 & 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>	Katy Lewis	<p>11/06/2018 – On Agenda for meeting of 21st June 2018.</p> <p>Accounts approved and process agreed through IJB</p>	21/06/2018

Meeting Date	Agenda Item	Action	Person(s) Responsible	Current Status/Action Taken	Date Completed
19/03/2018	10	<p>Information Sharing</p> <p>JW confirmed something is to be brought to the May IJB if this is not progressed.</p>	Julie White	11/06/2018 – On Agenda for meeting of 21st June 2018	

Completed Actions					
19/03/2018	7	<p>External Auditors Draft Audit Plan 2017/18</p> <p>KL will share the Audit Scotland Scope of review to the committee.</p>	Katy Lewis		12/04/2018
18/12/2017	8	<p>Chief finance officer quarterly update</p> <p>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 10 January.</p>	Katy Lewis	Update provided at committee	12/04/2018
18/12/2017	6	<p>Chief internal auditor quarterly update</p> <p>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 part of the Audit Planning process.</p>	Katy Lewis		

Completed Actions					
18/09/17	5	Risk Management – KL to discuss issues with shared reporting systems with the IT Department and data sharing arrangements between the organisations.	Katy Lewis	18/12/2017 – Julie White has asked for some work to be progressed around this and to be taken to the IJB.	
	5	Risk Management – Information security item should be a substantive item on the Agenda and KL will discuss with IT Leads	Katy Lewis		
	5	Risk Management – A Risk Appetite Workshop will be scheduled	Maureen Stevenson		
	8	Report from External Auditors – 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	Katy Lewis		