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Agenda Item: 4.

IJB Audit Committee

Date of Meeting: 10 March 2021.

Matters Arising Log from Meeting held on 18 November 2020

Matters Arising		Target Date	Lead Officer	Notes
1.	Finance Workshop – date set for early January 2021 as a follow-up to consider outcomes from August 2020 finance workshop.	January 2021.	Pat Robinson.	The update from the Finance workshop which was held in August 2020 for staff was discussed at the development session held on 13 January 2021. In addition, there was discussion on the revenue expenditure monitoring report and the Audit Scotland Risk Paper (see action 4 below). Minutes will be circulated shortly.
2.	Action Plan – Chair asked for plan to be introduced for Audit Committee.	March 2021.	Hazel Flett.	Matters Arising Log developed on same basis as for IJB.
3.	Corporate Governance – internal audit reporting timescale.	March 2021.	Matt Swann.	Internal Audit on agenda for March IJB Audit Committee meeting.

4.	Audit Scotland – COVID-19: Guide for Audit and Risk Committees – key issues for consideration by audit and risk committees during the pandemic, together with appropriate questions to ensure effective scrutiny and challenge in those key areas to be discussed at January 2021 finance workshop.	January 2021.	Pat Robinson.	Discussed at workshop held on 13 January 2021. Minutes will be circulated shortly.
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Outstanding Matters Arising from Previous Committee Meetings

	Matter.	Meeting.	Target Date.	Lead Officer	Notes.

Regular Reports required

	Report.	Frequency.	Notes.
1.	Internal Audit Annual Plan.	Annually in March.	Delayed to June 2021 due to term of Chief Internal Auditor (NHS Orkney) coming to an end. Report to IJB on 10 March 2021 recommending OIC appointed for 5 year term.
2.	External Audit Plan	Annually in March.	On agenda for March meeting.
3.	Draft Annual Accounts	Annually in June.	
4.	Final Annual Accounts.	Annually in September.	