

CÙRAM IS SLÀINTE NAN EILEAN SIAR
INTEGRATION JOINT BOARD
AUDIT & RISK COMMITTEE
AGENDA



03 OCTOBER 2023
AT 2:00PM
VIA MICROSOFT TEAMS

No	AGENDA	PURPOSE	LEAD	ATTACHED
1.	WELCOME			
2.	APOLOGIES			
3.	DECLARATION OF INTEREST			
4.	MINUTES			20 min
4.1	IJB Audit & Risk Committee Minutes 14.06.23	Decision	Gillian McCannon	attached
4.2	Matters Arising			
4.3	Action Points as of 14.06.23	Discussion	Gillian McCannon	attached
5.	AUDIT & FINANCIAL GOVERNANCE			60 min
5.1	External Audit			
5.1.1	Audit Scotland Annual Report	Discussion	Asif Haseeb	attached
5.1.2	Letter of Representation from Chief Finance Officer to Audit Scotland – ISA580	Awareness	Asif Haseeb	attached
5.1.3	Annual Accounts – audited version	Decision	Debbie Bozkurt	attached
5.2	Internal Audit			
5.2.1	Internal Audit Recommendation Tracker - as at 21.03.23 – update required	Discussion	Nick Fayers	attached
5.3	Financial Governance			
5.3.1	Financial Management Report Jun'23 (M3)	Discussion	Debbie Bozkurt	attached
5.3.2	Directions to Parent Bodies	Decision	Nick Fayers	attached



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5.4	Governance issue			40 min
5.4.1	Records Management Plan – update	Decision	Michelle McPhail	attached
5.4.1.1	Appendix 1 – Letter of agreement from Deputy Keeper			attached
5.4.1.2	Appendix 2 – Western Isles IJB Records Management Plan			attached
5.4.1.3	Appendix 3 – The Keeper of the Records of Scotland Agreement Document			attached
5.4.2	Review of the Integration Scheme	Discussion	Nick Fayers	verbal
5.4.3	Workforce Demographic Report	Discussion	Nick Fayers	verbal
5.5	IJB Risk Appetite Statement	Decision	Nick Fayers	attached
6.	PERFORMANCE			30 min
6.1	Performance Monitoring Report July / Aug 23	Discussion	Nick Fayers	attached
6.1.1	Appendix 1 – Detailed Performance Report			attached
6.2	Strategic Risk Register Aug 2023	Decision	Nick Fayers	attached
6.2.1	Appendix 1 – Detailed Risk Register	/Homologation		attached
7.	INFORMATION			
7.1	Audit Scotland IJB Financial Analysis 21/22 – Published April 23			attached



No AGENDA

PURPOSE LEAD

ATTACHED

8. EVALUATION

05 min

QUESTION	YES	NO	COMMENTS
Were you satisfied with the content of the agenda?			
Was there sufficient time to review the papers between receipt and the meeting date?			
Were the agenda items placed in the correct order / prioritisation?			
Was there sufficient time allocated to all agenda items?			
Were the Executive Summaries an accurate reflection of the detailed paper?			
Was there sufficient refreshment breaks.			
Are there any significant issues which should be escalated?			
Did you consider that the Board/Committee discharged its duty in respect of <ul style="list-style-type: none"> • Proper scrutiny • Relevant questioning • Constructive challenging 			
Do you have any suggestions for improvement or additional comments about this meeting?			Comments should be made to Michelle McPhail

9. DATE AND TIME OF NEXT MEETING

Meeting: IJB Audit Committee
 Location: Microsoft Teams
 Time: 10:00am – 1:00pm

Meeting Date	Submission of Papers
08.02.23	27.01.23
15.03.23 cxl	02.03.23 cxl
21.03.23	10.03.23
14.06.23	01.06.23
13.09.23 -cxl	31.08.23
03.10.23	19.09.23
15.11.23	02.11.23