

A meeting of the **Audit Committee** will be held on **Thursday 9 March 2017 at 9.30 within the Board Room, Kings Cross Hospital**. Any apologies to be submitted to Lisa Green on ext. 36680, direct dial 01382 496680 or via email to [lisa.green7@nhs.net](mailto:lisa.green7@nhs.net)

## **AGENDA**

<b><u>ITEM NO.</u></b>		<b><u>LEAD OFFICER</u></b>	<b><u>REPORT NO AND ACTION REQUIRED</u></b>
<b>1.</b>	<b>WELCOME</b>	S Hay	
<b>2.</b>	<b>APOLOGIES</b>	S Hay	
<b>3.</b>	<b>DECLARATION OF INTERESTS</b>	S Hay	
<b>4.</b>	<b>MINUTE OF PREVIOUS MEETING</b>		
4.1	Minute of the Audit Committee Open Business - 17 January 2017	S Hay	Attached - for approval
4.2	Action Points Update	L Bedford	Attached - to note update
4.3	Audit Committee Work Plan 2016/17	L Bedford	Attached – to note update
4.4	Matters Arising	S Hay	
<b>5.</b>	<b>INTERNAL AUDIT</b>		
5.1	Internal Audit T22/17 – Follow Up of Financial Planning and Management	L Bedford/ T Gaskin	AUDIT25/2017 Attached – to note update
5.2	Internal Audit T12/17 – Assurance Framework	M Dunning	AUDIT19/2017 Attached – to note update
5.3	Internal Audit Progress Report	B Hudson	AUDIT22/2017 Attached – to note progress
5.4	Internal Audit T08/17 – Interim Evaluation of Internal Control Framework 2016/17	T Gaskin	AUDIT26/2017 Attached – to note progress
<b>6.</b>	<b>EXTERNAL AUDIT</b>		
6.1	NHS Tayside External Audit Progress Report February 2017	B Crosbie	AUDIT20/2017 Attached – for noting
<b>7.</b>	<b>RISK MANAGEMENT</b>		
7.1	Risk Appetite	M Dunning/ H Walker	AUDIT14/2017 Attached – for approval
<b>8.</b>	<b>POLICIES</b>		
8.1	Skin Health Surveillance Policy	K Wilson/ A Cook	AUDIT15/2017 Attached – for approval
<b>9.</b>	<b>PAYMENT VERIFICATION: FAMILY HEALTH SERVICE (FHS) CONTRACTORS</b>	J Haskett	AUDIT16/2017 Attached – to note report
<b>10.</b>	<b>AUDIT COMMITTEE HANDBOOK</b>	L Bedford	AUDIT23/2017 Attached – to note report

<b><u>ITEM NO.</u></b>		<b><u>LEAD OFFICER</u></b>	<b><u>REPORT NO AND ACTION REQUIRED</u></b>
11.	<b>ANNUAL ACCOUNTS PROCESS UPDATE</b>	F Gibson	AUDIT24/2017 Attached – to note report
12.	<b>ACCOUNTING POLICIES</b>	F Gibson	AUDIT21/2017 Attached – for approval
13.	<b>COMPLIANCE WITH SCOTTISH GOVERNMENT WORKFORCE DIRECTORATE CIRCULARS AND NHS TAYSIDE EMPLOYMENT POLICIES</b>	C Smith	AUDIT17/2017 Attached – to note report
14.	<b>PAPERS/MINUTES FOR INFORMATION</b>		
14.1	Strategic Risk Management Group Minute - 24 November 2016	M Dunning	Attached – for information
14.2	Corporate Governance Review Group Action Note – 30 November 2016 (unapproved)	M Dunning	Attached – for information
14.3	Attendance Record	S Hay	Attached – for information
15.	<b>DATE OF NEXT MEETING:</b> <b>Thursday 11 May 2017 at 9:30am</b> in the Board Room, Conference Suite, Kings Cross.	All	For information

**RESERVED BUSINESS OF THE COMMITTEE IN ACCORDANCE WITH THE GUIDE TO THE EXEMPTION UNDER THE FREEDOM OF INFORMATION (SCOTLAND) ACT 2002**

**SO 28.3**

**Qualified Exemptions and the Public Interest**

16.	<b>MINUTES OF PREVIOUS MEETINGS</b>		
16.1	Minute of the Audit Committee Reserved Business - 17 January 2017	S Hay	Attached – for approval
16.2	Action Points Update	L Bedford	Attached – to note update
16.3	Matters Arising	S Hay	

**FOISA 33(1)**

**Commercial Interests and the Economy**

17.	<b>NHS SCOTLAND COUNTER FRAUD SERVICES</b>		
17.1	NHS Scotland Counter Fraud Services and National Fraud Initiative Update	R Mackinnon	AUDIT18/2017 Attached – to note report
18.	<b>PRIVATE DISCUSSION</b>		

**Mr S Hay**  
**Chair**  
**March 2017**

## **DISTRIBUTION**

### **MEMBERS**

Mr D Cross OBE  
Councillor D Doogan (Vice Chair)  
Ms L Dunion  
Mrs J Golden  
Mr S Hay (Chair)  
Mr M Hussain  
Councillor G Middleton

### **REGULAR ATTENDEES**

Mr L Bedford  
Mr D Colley  
Mr B Crosbie  
Mr G Doherty  
Ms M Dunning  
Mr T Gaskin  
Mrs F Gibson  
Mr B Hudson  
Mrs J Lyall  
Mr R MacKinnon  
Ms F Mitchell-Knight  
Mrs H Walker  
Representative of Area  
Partnership Forum

### **FOR INFORMATION**

Prof J Connell  
Mrs G Costello  
Miss D Howey  
Councillor K Lynn  
Ms L McLay  
Dr R Peat  
Mr H Robertson  
Mrs A Rogers  
Prof A Russell  
Prof M Smith  
Mrs S Tunstall-James  
Dr D Walker