

A meeting of the **Audit Committee** will be held on **Thursday 24 August 2017 at 9.30 within the Board Room, Conference Centre, King's Cross, Dundee**. 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 - 22 June 2017	S Hay	Attached - For approval
4.2	Action Points Update	L Bedford	Attached - to note update
4.3	Workplan 2017/18	L Bedford	Attached – to note update
4.4	Matters Arising	S Hay	
<b>5.</b>	<b>ASSURANCE</b>		
5.1	Letter to Integration Joint Board (IJB) Chairs From Mr Stephen Hay, Chair of Audit Committee	L Bedford	AUDIT59/2017 Attached – to note report
<b>6.</b>	<b>AUDIT FOLLOW UP</b>		
6.1	Audit Follow Up (AFU) – Full Cycle Update Report	L Bedford	AUDIT60/2017 Attached – to note report
6.2	Internal Audit Report T22/17 Financial Planning and Management Progress Update Report	L Bedford	AUDIT61/2017 Attached – to note progress
6.3	Follow Up on Internal Audit Annual and Mid Year Reports	L Bedford	AUDIT62/2017 Attached – to note progress
6.4	Follow Up on External Audit Annual Report 2016/17	L Bedford	AUDIT63/2017 Attached – to note progress
<b>7.</b>	<b>FTF/INTERNAL AUDIT</b>		
7.1	FTF Audit and Management Services Internal Audit Progress Report	J Lyall	AUDIT64/2017 Attached – to note progress
7.2	T30a/18 Contingency Reviews – Annual Managed Expenditure Provisions	L Bedford	AUDIT65/2017 Attached – to note progress
7.3	Integrated Joint Boards (IJBs) Sharing of Audit Outputs Protocols	T Gaskin	AUDIT73/2017 Attached – for approval

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<b>8.</b>	<b>POLICIES</b>		
8.1	NHS Tayside Adverse Event Management Policy	H Walker	AUDIT66/2017 Attached – for adoption
8.2	Promoting Safe Manual Handling	A Mitchell	AUDIT67/2017 Attached – for adoption
<b>9.</b>	<b>PROPERTY TRANSACTION MONITORING</b>	L Lyall	AUDIT68/2017 Attached – to note report
<b>10.</b>	<b>PAYMENT VERIFICATION: FAMILY HEALTH SERVICE (FHS) CONTRACTORS – Payment Verification Annual Process Update</b>	J Haskett	AUDIT69/2017 Attached – to note report
<b>11.</b>	<b>PAYMENT VERIFICATION: FAMILY HEALTH SERVICE (FHS) CONTRACTORS</b>	J Haskett	AUDIT70/2017 Attached – to note report
<b>12.</b>	<b>PAPERS/MINUTES FOR INFORMATION</b>		
12.1	Corporate Governance Review Group Action Note – 17 May 2017 (unapproved)	M Dunning	Attached – for information
12.2	Strategic Risk Management Group Minute – 27 April 2017 (unapproved)	M Dunning	Attached – for information
12.3	Audit Scotland Reports <ul style="list-style-type: none"> <li>• Annual Report and Accounts 2016/17</li> <li>• <a href="http://www.audit-scotland.gov.uk/uploads/docs/report/2017/as_annual_report_1617.pdf">http://www.audit-scotland.gov.uk/uploads/docs/report/2017/as_annual_report_1617.pdf</a></li> <li>• Audit Quality Annual Report 2016/17</li> <li>• <a href="http://www.audit-scotland.gov.uk/uploads/docs/report/2017/as_audit_quality_1617.pdf">http://www.audit-scotland.gov.uk/uploads/docs/report/2017/as_audit_quality_1617.pdf</a></li> <li>• Corporate Plan 2017/18 Update</li> <li>• <a href="http://www.audit-scotland.gov.uk/uploads/docs/report/2017/as_corporate_plan_1718.pdf">http://www.audit-scotland.gov.uk/uploads/docs/report/2017/as_corporate_plan_1718.pdf</a></li> <li>• NHS Workforce Planning</li> <li>• <a href="http://www.audit-scotland.gov.uk/uploads/docs/report/2017/nr_170727_nhs_workforce.pdf">http://www.audit-scotland.gov.uk/uploads/docs/report/2017/nr_170727_nhs_workforce.pdf</a></li> <li>• Technical Bulletin 2017/2</li> <li>• <a href="http://www.audit-scotland.gov.uk/uploads/docs/um/tb_2017_2.pdf">http://www.audit-scotland.gov.uk/uploads/docs/um/tb_2017_2.pdf</a></li> </ul>	L Bedford	For information
12.4	Attendance Record	S Hay	Attached – for information
<b>13.</b>	<b>DATE OF NEXT MEETING:</b> <b>Thursday 14 December 2017 at 9:30am</b> in the Board Room, All Conference Suite, Kings Cross.		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**

**14. MINUTES OF PREVIOUS MEETINGS**

14.1	Minute of the Audit Committee Reserved Business - 22 June 2017	S Hay	Attached – for approval
14.2	Action Points Update	L Bedford	Attached – to note update
14.3	Matters Arising	S Hay	

**ITEM  
NO.**

**LEAD  
OFFICER**

**REPORT NO AND  
ACTION REQUIRED**

**FOISA 27(1)  
Information Intended for Future Publication**

15.	15.1	Minute of Audit Committee Open Business - 22 June 2017 (Full Minute)	S Hay	Attached – for approval
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**FOISA 33(1)  
Commercial Interests and the Economy**

**16. NHS SCOTLAND COUNTER FRAUD SERVICES**

16.1	NHS Scotland Counter Fraud Services Update	R Mackinnon	AUDIT71/2017 Attached – to note report
16.2	Banking and Treasury Management	R MacKinnon	AUDIT72/2017 Attached – to note report

**17. PRIVATE DISCUSSION**

Mr S Hay  
Chair  
August 2017

**DISTRIBUTION**

**MEMBERS**

Mr D Cross OBE  
Ms L Dunion  
Mrs J Golden  
Mr S Hay (Chair)  
Mr M Hussain

**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  
Ms A Machan  
Mr R MacKinnon  
Mr R Marshall  
Ms F Mitchell-Knight  
Mrs H Walker

**FOR INFORMATION**

Prof J Connell  
Mrs G Costello  
Dr A Cowie  
Miss D Howey  
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  
Communications Team