



Item 4.2.1(a) - Minutes

Audit and Risk Committee

9.00 am, Friday 1 December 2017

Mandela Room, City Chambers, Edinburgh

Present:

Mike Ash (Chair), Councillor Alasdair Rankin, Ella Simpson and Councillor Susan Webber.

Officers: Michael Lavender (Audit Manager – Scott-Moncrieff), Jamie Macrae (Committee Services, CEC), Lesley Newdall (Chief Internal Auditor) and Moira Pringle (Interim Chief Finance Officer).

1. Appointment of a Chair

Mike Ash was appointed to Chair the meeting.

2. Minute

Decision

To approve the minute of 11 September 2017 as a correct record.

3. Outstanding Actions

Decision

- 1) To agree the closure of action 2.
- 2) To otherwise note the outstanding actions.

(Reference – Outstanding Actions – December 2017, submitted.)

4. Work Programme

Decision

To note the Work Programme and upcoming reports.

(Reference – Audit and Risk Committee Work Programme – September 2017, submitted.)

5. Risk Register Update

A verbal update was provided on the proposed methodology for agreeing the refresh of the Risk Register in the absence of a Chief Risk Officer. During discussion, it was suggested that the refreshed Risk Register should be narrowed and more focussed and should be clear about how risks respond to the Directions.

Decision

- 1) To agree that, in the absence of a Chief Risk Officer, two risk workshops would be held in early 2018, the first involving risk experts from both sides of the Partnership, followed by a wider risk workshop, to agree the proposed changes to the Risk Register.
- 2) To agree that an additional Audit and Risk Committee meeting would be set up to agree the Risk Register refresh following the workshops in early 2018 and that the Risk Register would be submitted to the Joint Board for final approval in March 2018.

(Reference – Audit and Risk Committee, 11 September 2017 (item 6))

6. Internal Audit Update and EIJB Internal Audit Plan

The internal audit activity in the previous quarter on behalf of the Joint Board and relevant activity by the Internal Audit functions of the Joint Board's constituent organisations (City of Edinburgh Council and NHS Lothian) was detailed. Details were also provided of proposals to re-base the 2017/18 EIJB Internal Audit plan to ensure that sufficient assurance was provided over an existing Health and Social Care Partnership risk relating to budgets and financial models that had significantly increased with an adverse impact on the Partnership. It was proposed that one new audit was added to the plan; two existing audits combined; and one audit removed from the plan.

Decision

- 1) To consider and approve proposed changes to the EIJB Internal Audit plan, with the proviso that the changes were required due to the lack of audit capacity and should not be long-term, and to communicate this to the Joint Board and NHS Lothian Audit and Risk Committee.
- 2) To note that no EIJB Internal Audits had yet commenced, and the supporting rationale for this.
- 3) To note the status of overdue Internal Audit recommendations as at 31st October 2017.
- 4) To note that the relationship principles between the EIJB Audit and Risk Committee and the CEC Governance, Risk and Best Value Committee had now been approved by both committees.

(Reference – report by the Chief Internal Auditor, submitted.)

7. Urgent Business

To note the Chief Internal Auditor would prepare a report on the Annual Planning Process after the Risk Register workshops in early 2018.