

## MINUTES – EXEMPT & PUBLIC

<b>Meeting</b>	Special Integration Joint Board Audit Committee
<b>Date, Time and Place</b>	Wednesday, 5 September 2018 at 2.00pm Bressay Room, NHS Shetland HQ, Burgh Road, Lerwick
<b>Present [Members]</b>	<u>Voting Members</u> Shona Manson Emma Macdonald Natasha Cornick  <u>Non-Voting Members</u> Simon Bokor-Ingram, IJB Chief Officer Karl Williamson, IJB Chief Financial Officer
<b>In attendance [Observers/Advisers]</b>	Christine Ferguson, Director of Corporate Services, SIC Jan Riise, Executive Manager – Governance and Law, SIC Sheila Duncan, Management Accountant, SIC Louise Adamson, Committee Officer, SIC <i>[note taker]</i>
<b>Apologies</b>	Robbie McGregor
<b>Also in attendance</b>	Allison Duncan, Councillor, SIC
<b>Chairperson</b>	Emma Macdonald, Chair of the IJB Audit Committee, presided.

<b>Declarations of Interest</b>	None
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**In order to avoid the disclosure of exempt information, Ms Macdonald moved, Ms Cornick seconded, and the Committee RESOLVED to exclude the public in terms of the relevant legislation during consideration of the following item of business.**

<b>9/18</b>	<b>Internal Audit Service</b>
<b>CRP-13-18-F</b>	<p>The IJB Audit Committee considered a report by the Director of Corporate Services, Shetland Islands Council, which provided information regarding proposals to change the internal audit service arrangements for the IJB in light of changes proposed to the Council's Internal Audit Service.</p> <p>The Director of Corporate Services introduced the report, advising on the changes to Shetland Islands Council's Internal Audit Service, recently approved by the Council. She advised that support is sought from the IJB Audit Committee and IJB to continue to use the new arrangement for Internal Audit services, which includes shared services from Audit Glasgow. The Director of Corporate Services clarified that there would be no increase in costs to the IJB for the Internal Audit Services as a result of the changes, as the cost is based on activity rather than how the Council provides the service.</p>

	<p>In response to questions, the Director of Corporate Services advised that the first point of contact for audit work for the IJB will continue to be the Council's Internal Audit Staff. The Chief Internal Auditor will be Mr Black of Audit Glasgow, who will be in Shetland for the two key meetings during the year. She advised also on the work to review the current Audit Work Plan for the year, and that any changes to the Work Plan will be presented to the IJB Audit Committee and IJB for approval.</p> <p>In response to a question, the Director of Corporate Services agreed with the suggestion to align the meetings of the Council's Audit Committee and the IJB Audit Committee.</p> <p>During the discussion, the IJB Chief Officer and IJB Chief Financial Officer advised on their support for the new arrangements for the Internal Audit Service.</p> <p>Ms Macdonald confirmed her support for the proposals in the report, which she said would provide an improved Audit Service to the IJB. Ms Macdonald moved that the IJB Audit Committee approve the recommendation in the report. In seconding, Ms Cornick commented on the added benefit with increased robustness, and on the impartiality from the shared arrangement.</p> <p><b>Decision:</b> The Committee:</p> <ul style="list-style-type: none"><li>• CONSIDERED the information presented in the report and the decisions of the Council in this regard;</li><li>• NOTED that the Shetland Islands IJB Financial Regulations state at paragraph 62 that, "<i>Internal Audit services [for the IJB] will be provided by Shetland Islands Council. Such provision will be subject to agreement.</i>"</li><li>• RECOMMEND that the IJB AGREE that Shetland Islands Council continue to provide Internal Audit services for the IJB and AGREE that elements of this function may be provided through external procurement arrangements subject to the decisions of the Council in this regard.</li></ul>
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The meeting concluded at 2.15pm.

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CHAIR