



Draft Minutes AC Min 4/18

NHS Health Scotland

Minutes of the Audit Committee

Wednesday 20 June 2018 at 9.30 a.m.
Boardroom 1 & 2, Gyle Square, Edinburgh.

Members present:

Russell Pettigrew (Chair)
Michael Craig
Ali Jarvis
Paul Stollard

In attendance:

David Crichton
Cath Denholm
Pat Kenny (from Item 6 on Agenda onwards)
Gerry McLaughlin
Andrew Patience
Della Thomas
Catherine Combe (minute)

Apologies:

Rani Dhir
Paul McColgan

Welcome

The Chair welcomed everyone to the meeting and advised that the internal auditors would not be attending this meeting.

1. Declaration of Committee Members' Interest

No members' interests were declared.

2. Minute of previous meeting: 8 June 2018

The minute of the previous meeting held on 20 April 2018 was agreed as an accurate record subject to the following amendment:

- Tony Gaskin to be recorded as in attendance rather than present.

Action:

- **Catherine Combe** to amend minutes to reflect that Tony Gaskin was in attendance.

3. Matters Arising (Action List)

Andrew Patience (Head of Finance and Procurement) provided an update on the agreed actions from the last meeting:-

- **Internal Audit Update for financial year 17/18**
To be presented to the September meeting.
- **Minute of previous meeting held on 20 April 2018**
Amendments carried out as agreed.
- **Change and Transition Project Management Update**
It was noted that Cath Denholm will provide an update for the September meeting.
- **EFQM / Best Value Update**
Ongoing.
- **Draft AC Assurance Statement**
Complete.
- **Review of draft annual accounts**
Complete.
- **Draft External Auditor's Annual Report 17/18**
Complete.

4. Audit Committee Transition Issues

Della Thomas and Cath Denholm provided a verbal update in which they confirmed that the overview of the project plan would be brought back as would any issues as they emerge. Cath Denholm explained that Andrew Patience had agreed to chair a due diligence sub group of the Change Oversight Group (COG).

**5. Review of final Annual Accounts
(AC paper 37/18)**

The Chair summarised the documentation presented at the earlier June meeting. Andrew Patience confirmed that changes had been made to item 14 regarding pension disclosure. Pat Kenny confirmed that he had reviewed and was content with the report. The Committee confirmed that they were content to endorse and present to Board later today. The Chair thanked Andrew Patience and his team for this report.

**6. Finalise Audit Committee Annual Report
(AC Paper 38/18)**

The Committee noted that it had reviewed this report on the 8 June 2018 and had no concerns regarding material inaccuracies and were content therefore to endorse.

7. Review draft external audit report for financial year

Pat Kenny confirmed that he was content to sign the accounts and suggested that this could have been undertaken at the earlier June meeting. It was agreed that the second meeting will be scheduled for next year but would only take place if accounts could not be formally

recommended for approval at the earlier meeting. The Committee confirmed that they were content to accept this report and submit to the Board. The Chair thanked both Andrew Patience, Pat Kenny and their teams for their assistance with this.

8. Significant Issues

(AC Papers 40 & 41/18)

Andrew Patience highlighted that an amendment was required to the letter to reflect that this pertained to 2017/18. The Committee approved the letter subject to the agreed amendment.

9. Any other business

Nil.

10. Items for the reporting to the next Board

As noted in Item 5 the Annual Report and Accounts for 2017/18 would be recommended for approval at the Part II Board Meeting later in the day. There were no other matters for reporting to the Board.

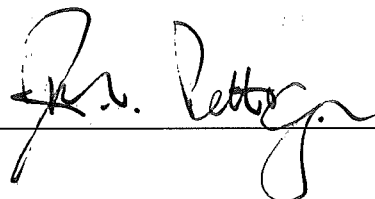
11. Effectiveness of business

The Chair said that the meeting had been effective and thanked everyone for their support throughout the year.

12. Date of next meeting:

Wednesday 7 September 2018 at 10.30 a.m. in Room 23, Gyle Square, Edinburgh.

Approved by: _____



(Chair)

Date: _____

7.9.18

