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**To: Renfrewshire Integration Joint Board Audit Committee**

**On: 15 September 2017**

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**Report by: Clerk**

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**Heading: Proposed Dates of Meetings of the Audit Committee 2017/18**

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## **1. Summary**

- 1.1 At the meeting of the Joint Board held on 23 June 2017 the IJB delegated authority to the Clerk and Chief Officer, in consultation with the Chair and Vice-chair, to fix the date and start time for the meeting of the IJB and Audit Committee to be held in September 2017; and decided that a report be submitted to the September meeting of the IJB detailing proposed dates of meetings of the IJB in 2017/18.
- 1.2 In terms of this delegation, it was decided that the date and time of the September Audit Committee be 15 September 2017 at 9.00 am and that the IJB meeting be held on 15 September 2017 at 10.00 am.
- 1.3 It is proposed that the Audit Committee consider its timetable of meeting dates in 2017/18.
- 1.4 Arrangements for meetings of the Audit Committee are governed by the provisions of Standing Order 5.1 of the Audit Committee's Terms of Reference and Procedural Standing Orders which state that:-  
  
"5.1 The Audit Committee shall meet at least three times per year."
- 1.5 The suggested dates and times are set out below, with meetings being held on Fridays:  
  
24 November 2017 at 9.00 am (prior to the meeting of the IJB)  
26 January 2018 at 9.00 am (prior to the meeting of the IJB)  
29 June 2018 at 9.00 am (prior to the meeting of the IJB).
- 1.6 It is proposed that meetings of the Audit Committee are held in the Abercorn Conference Centre, Renfrew Road, Paisley, unless that venue is unavailable or unsuitable, in which case it be delegated to the Clerk and Chief Officer, in consultation with the Chair and Vice Chair, to determine an alternative venue.
- 1.7 A further report will be presented to the Audit Committee in due course to agree meetings post June 2018.

## **2. Recommendations**

- 2.1 That the Audit Committee approve the dates and times of meetings for 2017/18 as detailed in section 1.5 of the report; and
- 2.2 That meetings of the IJB be held in the Abercorn Conference Centre, Renfrew Road, Paisley, unless that venue is unavailable or unsuitable, in which case it be delegated to the Clerk and Chief Officer, in consultation with the Chair and Vice Chair, to determine an alternative venue.

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### **Implications of the Report**

1. **Financial** - none.
2. **HR & Organisational Development** - none.
3. **Community Planning** - none.
4. **Legal** - none.
5. **Property/Assets** - none.
6. **Information Technology** - none.
7. **Equality & Human Rights** - The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the NHS GC&C website.
8. **Health & Safety** - none.
9. **Procurement** - none.
10. **Risk** - none.
11. **Privacy Impact** - none.

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**List of Background Papers** – none.

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