



**REPORT TO:** East Lothian IJB - Audit and Risk Committee  
**MEETING DATE:** 7 December 2021  
**BY:** Interim Chief Finance Officer  
**SUBJECT:** Preparation of an Action Log for the Committee

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## **1 PURPOSE**

1.1 This paper proposes that the committee keeps an actions log.

## **2 RECOMMENDATIONS**

2.1 The Committee is asked to agree the preparation and maintenance of an action log.

## **3 BACKGROUND**

3.1 A discussion took place between the Committee chair, the Interim CFO and the regarding the direction and work of the Committee and considering a mechanism to monitor the actions (and the outcome of these actions) that it had agreed.

3.2 Such a log would include:-

- Action Number
- Action Description
- Date action Agreed
- Action owner
- Update on Action
- Date Action Closed

3.3 This log would be updated before every meeting of the Committee and become a standing item on the Committee's agenda.

## **4 ENGAGEMENT**

- 4.1 The Committee meets in public and makes its papers available on the Council's website.

## **5 POLICY IMPLICATIONS**

- 5.1 This paper is covered within the policies already agreed by the IJB.

## **6 INTEGRATED IMPACT ASSESSMENT**

- 6.1 There are no implications for health inequalities or general equality and diversity issues arising directly from the issues and recommendations in this paper.

## **7 RESOURCE IMPLICATIONS**

- 7.1 Financial – there are none.  
7.2 Personnel – there are none.

## **8 BACKGROUND PAPERS**

- 8.1 None

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