



PERTH & KINROSS INTEGRATION JOINT BOARD
AUDIT AND PERFORMANCE COMMITTEE
WORK PLAN 2020/21

Report No. G/21/6

This work plan outlines the major items the Audit and Performance Committee has to consider as part of its schedule of work for the year. This should allow the Committee to fulfil its terms of reference. It will continue to be kept under review throughout the year.

Item	Standing Item	Non Standing Item	Responsibility	June 22 nd 2020	Sept 14 th 2020	Nov 30 th 2020	Feb 15 th 2021
Governance & Assurance							
Strategic Risk Management	✓		Chief Financial Officer	✓	✓	✓	✓
Partnership Improvement Plan	✓		Chief Officer	✓	✓	✓	✓
Audit Recommendations Update	✓		Chief Financial Officer	✓	✓	✓	✓
Internal Audit Annual Report and Assurance Statement		✓	Chief Internal Auditor	✓			
Appointment of Internal Auditors 2019/20		✓	Chief Financial Officer	✓			
Extension To External Audit Appointment		✓	Chief Financial Officer			✓	
Internal Audit Reports 2019/20:							
• Financial Risks PKIJB 19-01		✓	Chief Internal Auditor				
• Performance Management PKIJB 19-02		✓	Chief Internal Auditor		✓		
• Partnership Improvement Plan PKIJB 19-03		✓	Chief Internal Auditor		✓		
Internal Audit Reports 2020/21:							
• Improvement Actions PKIJB 20-01		✓	Chief Internal Auditor				
• Corporate Support PKIJB 20-02		✓	Chief Internal Auditor				
• Commissioned Service Providers 20-03		✓	Chief Internal Auditor				
Internal Audit Plan 2020/21		✓	Chief Internal Auditor		✓		
Internal Audit Plan Progress Report		✓	Chief Internal Auditor		✓	✓	✓ ¹
Internal Audit Report – Common Definitions		✓	Chief Internal Auditor			✓	
Audit & Performance Committee Work Plan	✓		Chief Officer		✓	✓	✓
External Audit Annual Report 2019/20		✓	External Auditor		✓		

¹ Verbal Report

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External Audit Strategy		✓	External Auditor				✓
External Audit – Proposed Audit Fee 2020/21		✓	Chief Financial Officer				✓
Care & Professional Governance Forum Annual Report 2019/20		✓	Co-chairs of the CPGF			✓	

Performance							
Locality Update:							
• South Locality		✓	Chief Officer			✓	
• Perth City Locality		✓	Chief Officer				
• North Locality		✓	Chief Officer				
Financial Position	✓		Chief Financial Officer	✓		✓	
HSCP Performance Quarterly Report		✓	Chief Officer		✓ ²	✓	✓
Annual Performance Report		✓	Chief Officer		✓		

Annual Accounts							
Review Annual Governance Statement		✓	Chief Financial Officer	✓			
Unaudited Annual Accounts 2019/20		✓	Chief Financial Officer	✓			
Audited Annual Accounts 2019/20		✓	Chief Financial Officer		✓		
Letter of Representation to External Audit		✓	Chief Financial Officer		✓		

For Information							
Assurances Received from Partners		✓	For information		✓		
Audit & Performance Committee Record of Attendance	✓		For information	✓	✓	✓	✓

² 6 month performance report will come to Nov 2020 meeting