

# PERTH & KINROSS INTEGRATION JOINT BOARD

## AUDIT AND PERFORMANCE COMMITTEE

### WORK PLAN 2019/20

## Appendix 2

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 fulfill its terms of reference. It will continue to be kept under review throughout the year.

Item	Standing Item	Non Standing Item	Responsibility	June 18 <sup>th</sup> 2019	July 29 <sup>th</sup> 2019 <sup>1</sup>	Sept 16 <sup>th</sup> 2019	Dec 2 <sup>nd</sup> 2019 <sup>2</sup>	Feb 2 <sup>nd</sup> 2020
<b>Governance &amp; Assurance</b>								
Strategic Risk Management	✓		Chief Financial Officer	✓		✓		✓
Transforming Governance Action Plan		✓	Chief Financial Officer	✓				
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	✓				
Internal Audit Reports:								
• Risk Management		✓	Chief Internal Auditor				✓	
• Financial Risks PKIJB 19-01		✓	Chief Internal Auditor					✓
• Performance Management PKIJB 19-02		✓	Chief Internal Auditor					✓
• Improvement Actions PKIJB 19-03		✓	Chief Internal Auditor					✓
Internal Audit Plan (September 2019 Audit & Performance Committee)		✓	Chief Internal Auditor			✓		
Internal Audit Plan 2019/20 <sup>3</sup>		✓	Chief Internal Auditor			✓		
Internal Audit Plan 2018/19 Progress Report		✓	Chief Internal Auditor			✓		
Internal Audit Plan 2019/20 Progress Report		✓	Chief Internal Auditor					✓
Audit & Performance Committee Forward Plan <sup>4</sup>		✓	Chief Officer			✓		

<sup>1</sup> Annual Performance Report will be considered as part of a special A&PC meeting on this date

<sup>2</sup> Provisional Development Session tbc

<sup>3</sup> Internal Audit Plan for 2020/21 will come to June 2020 meeting

<sup>4</sup> Forward Plan for 2020/21 will come to June 2020 meeting

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External Audit Annual Report 2018/19		✓	External Auditor			✓		
Chief Social Work Officer Annual Report		✓	Chief Social Work Officer					✓

Performance								
Locality Action Plans:								
• South Locality		✓	Chief Officer				✓	
• Perth City Locality		✓	Chief Officer				✓	
• North Locality		✓	Chief Officer					✓
Financial Position	✓		Chief Financial Officer	✓		✓		✓
Corporate Performance Annual Report <sup>5</sup>		✓	Chief Officer					
HSCP Performance Quarterly Report - OPUSC	✓		Chief Officer			✓		✓
HSCP Performance Quarterly Report – Carers	✓							✓
HSCP Performance Quarterly Report – Primary Care	✓							✓
HSCP Performance Quarterly Report – MHWB	✓							✓
Annual Performance Report		✓	Chief Officer		✓			

Annual Accounts								
Review Annual Governance Statement		✓	Chief Financial Officer	✓				
Unaudited Annual Accounts 2018/19		✓	Chief Financial Officer	✓				
Audited Annual Accounts 2018/19		✓	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	✓		✓		✓

Plan How to Discharge Audit Committee Duties								
Review of Committee Terms of Reference		✓	Chief Officer					✓
Self-Assess Committee's Effectiveness		✓	Chair					✓

<sup>5</sup> Corporate Performance Annual Report will come to June 2020 meeting.

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Produce Audit Committee Annual Report		✓	Chair					✓
Review of Induction Programme for New Members		✓	Chief Financial Officer					✓
Review Effectiveness of Audit (Internal/External)		✓	Chair					✓