



PERTH & KINROSS INTEGRATION JOINT BOARD

AUDIT AND PERFORMANCE COMMITTEE

WORK PLAN 2019/20

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 18 th 2019	July 29 th 2019 ¹	Sept 16 th 2019	Dec 2 nd 2019 ²	Feb 17 th 2020
Governance & Assurance								
Strategic Risk Management	✓		Chief Financial Officer	✓		✓		✓
Transforming Governance Action Plan		✓	Chief Financial Officer	✓				
Partnership Improvement Plan	✓		Chief Officer					✓ ³
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				✓ ⁴	
• Financial Risks PKIJB 19-01		✓	Chief Internal Auditor					✓
• Performance Management PKIJB 19-02		✓	Chief Internal Auditor					✓
• Improvement Actions PKIJB 19-03		✓	Chief Internal Auditor					✓
• Follow Up Of PK07/17 Internal Audit Report On Clinical, Care & Professional Governance (PK04/19)		✓	Chief Internal Auditor				✓ ⁵	
Internal Audit Plan 2018/19 (Approved by September 2019 Audit & Performance Committee)		✓	Chief Internal Auditor			✓		

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

² Meeting cancelled

³ Now going to IJB meeting in February 2020 for approval

⁴ Deferred to Feb 2020 meeting

⁵ Deferred to Feb 2020 meeting

Item	Standing Item	Non Standing Item	Responsibility	June 18 th 2019	July 29 th 2019 ¹	Sept 16 th 2019	Dec 2 nd 2019 ²	Feb 17 th 2020
Internal Audit Plan 2019/20 ⁶		✓	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 ⁷		✓	Chief Officer			✓	✓	✓
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				✓ ⁸	
• Perth City Locality		✓	Chief Officer				✓ ⁹	
• North Locality		✓	Chief Officer					✓
Financial Position	✓		Chief Financial Officer	✓	✓	✓		✓
Corporate Performance Annual Report ¹⁰		✓	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			✓		

⁶ Internal Audit Plan for 2020/21 will come to June 2020 meeting

⁷ Forward Plan for 2020/21 will come to June 2020 meeting

⁸ Deferred to Feb 2020 meeting

⁹ Deferred to Feb 2020 meeting

¹⁰ Corporate Performance Annual Report will come to June 2020 meeting.

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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					✓ ¹¹
Self-Assess Committee's Effectiveness ¹²		✓	Chair					✓
Produce Audit Committee Annual Report		✓	Chair	✓ ¹³				
Review of Induction Programme for New Members ¹⁴		✓	Chief Financial Officer					✓
Review Effectiveness of Audit (Internal/External)		✓	Chair					✓ ¹⁵

¹¹ Agenda Note at Feb 2020 IJB meeting

¹² Deferred until later in 2020

¹³ Now considered at IJB meeting (went in June 2019)

¹⁴ Deferred until later in 2020 – part of Partnership Improvement Plan

¹⁵ Deferred until later in 2020