# Agenda Item 7

Falkirk
Health and Social Care
Partnership

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| **Title/Subject:** | **IJB Audit Committee Programme of Meetings and Workplan 2020** |
| **Meeting:** | **IJB Audit Committee** |
| **Date:** | **23 September 2019** |
| **Submitted By:** | **Chief Finance Officer** |
| **Action:** | **For Decision** |

## 1.   INTRODUCTION

1.1   The purpose of this report is to propose a timetable of meetings of the Falkirk Integration Joint Board (IJB) Audit Committee for 2020, along with an indicative workplan for the year ahead.

## 2.   RECOMMENDATION

The Falkirk Integration Joint Board Audit Committee is asked to:

2.1   agree the proposed timetable of meetings for 2020

2.2   agree the indicative workplan for 2020.

## 3.   PROPOSED MEETING DATES

3.1.   The Audit Committee meetings have been arranged to allow the IJB to meet its statutory deadlines in terms of considering the unaudited annual accounts of the IJB and approving the audited annual accounts of the IJB, prior to presentation to the IJB.  They also allow for audit plans, progress reports and audit annual reports to be considered at an appropriate stage in the financial year.

3.2.   The IJB has previously agreed a schedule of quarterly meetings.  The proposed Audit Committee dates for 2020 follow this quarterly pattern with proposed meetings on Fridays at 9.30am.  The proposed dates aim to avoid IJB, NHS Board meetings and Council meetings and are as follows:

- 6 March
- 26 June
- 25 September
- 11 December.

3.3.   Venues will be confirmed once the Audit Committee has considered the proposed meeting dates.

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## 4. INDICATIVE WORKPLAN

4.1. Each year the IJB Audit Committee has agreed an indicative workplan for the committee, based on a schedule of quarterly meetings.  The workplan aims to ensure that all statutory deadlines are met and that reports are considered at an appropriate stage in the financial year.

4.2. An indicative work plan for the Audit Committee is included at Appendix 1.  The purpose of this plan is simply to map out the work of the Audit Committee over the coming year.  This information can then be used to consider any training or development needs of the Committee.

4.3. The work of the Committee may be subject to changes and fluctuations dependent on pressures and priorities emerging.  Where possible, any changes to the indicative work plan will be raised in advance at the Audit Committee meetings.

## 5. CONCLUSION

5.1. The Audit Committee is asked to consider the meeting arrangements set out in this report, which are in line with those previously agreed by the Board.  This report also provides an indicative work plan for the Audit Committee for 2020.  It is recognised that this may be subject to fluctuation.  Any proposed changes will be discussed in advance with the Audit Committee wherever possible.

**Resource Implications**
There are no implications arising from this report.

**Impact on IJB Outcomes and Priorities**
There are no implications arising from this report.

**Legal and risk implications**
There are no legal and risk implications arising from this report.

**Consultation**
Consultation is not required.

**Equalities Assessment**
An equalities assessment is not required.

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Approved for submission by:  Amanda Templeman, Chief Finance Officer

**Author:** Amanda Templeman, Chief Finance Officer
**Date:** 11 September 2019

**List of Background Papers:** none

**Agenda Item: 7**                    **Appendix 1**                    Falkirk
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**ANNUAL WORKPLAN FOR FALKIRK IJB AUDIT COMMITTEE**

| | 6 March 2020 | 26 June 2020 | 25 September 2020 | 11 December 2020 |
|---|---|---|---|---|
| **Accounts** | | | | |
| Consideration of Unaudited Accounts, including Annual Governance Statement | | YES | | |
| Approval of Audited Accounts | | | YES | |
| | | | | |
| **Risk** | | | | |
| Risk Management Strategy – as and when required | | | | |
| Strategic Risk Register updates (Quarterly) | YES | YES | YES | YES |
| | | | | |
| **Internal Audit** | | | | |
| Internal Audit Plan | YES | | | |
| Internal Audit Progress Report | YES | | YES | YES |
| Internal Audit Annual Assurance Report | | YES | | |
| | | | | |
| **External Audit** | | | | |
| Audit Plan | YES | | | |
| Annual Report | | | YES | |
| | | | | |
| **Referrals** | | | | |
| National Reports - Overview | YES | YES | YES | YES |
| National Reports – As Appropriate | | | | |
| Other Referrals As Received | | | | |
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| **Other Items** | | | | |
| Audit Cme Terms of Reference Updates – as and when required (ref to/from Board) | YES | | | |

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