

**Title/Subject:** Governance Action Plan  
**Meeting:** Integration Joint Board Audit Committee  
**Date:** 13 September 2017  
**Submitted By:** Chief Finance Officer  
**Action:** For Decision

## **1. INTRODUCTION**

- 1.1 The purpose of this report is to present the Governance Action Plan for the Falkirk IJB to the Audit Committee. This report also proposes monitoring arrangements for the Governance Action Plan.

## **2. RECOMMENDATION**

The Audit Committee is asked to

- 2.1 Note the Governance Action Plan attached as Appendix 1 to this report.
- 2.2 Approve the monitoring arrangements for the Governance Action Plan as set out in section 4 of this report.
- 2.3 Note that a completed Action Plan will be presented to the next meeting of the Audit Committee.

## **3. BACKGROUND**

- 3.1 Guidance produced by the Integrated Resources Advisory Group states that the IJB has responsibility for reviewing the effectiveness of governance arrangements including the system of internal control.
- 3.2 In February 2017 a Governance Action Plan was presented to the Audit Committee. That action plan was developed from the 2015/16 Annual Internal Audit Report.
- 3.3 In 2016/17 a governance statement self-assessment was completed. In addition, Internal Audit have completed their 2016/17 Annual Internal Audit Report, as presented to the Audit Committee in August 2017. This report recommended that a Governance Action Plan, setting out a timetable for implementation, should be prepared and approved and monitored by the IJB or the Audit Committee. The Chief Officer agreed this recommendation.

- 3.4 The Annual Governance Statement in the Falkirk IJB's 2016/17 Accounts, includes a commitment to incorporate the findings from the self-assessment work into a revised Governance Action Plan to be presented to and monitored by the Audit Committee. The Audit Committee has a key role in ensuring that agreed actions are implemented appropriately and timeously.

#### **4. GOVERNANCE ACTION PLAN**

- 4.1 The Governance Action Plan for the Falkirk IJB is included at Appendix 1. This action plan incorporates the findings from the Chief Internal Auditor's 2016/17 Annual Internal Audit Report as well as findings from the self-assessment work carried out in 2016/17.
- 4.2 The Governance Action Plan sets out a series of recommendations. These recommendations have been agreed by management. Work will continue to populate the Action Plan with management responses, responsible officer, and timescales. This information will be presented to the next meeting of the Audit Committee.
- 4.3 It is proposed that a six-monthly progress report on the Governance Action Plan be presented to the Audit Committee. However, members of the Audit Committee may want to request an update on specific areas where considered appropriate.

#### **5. CONCLUSIONS**

- 5.1 The Governance Action Plan will help to ensure that the IJB is meeting its responsibilities for reviewing the effectiveness of governance arrangements including the systems of internal control.
- 5.2 Regular monitoring of the Governance Action Plan will help to ensure that actions are taken forward effectively and timeously.

##### **Resource Implications**

There are no resource implications arising from the recommendations in this report.

##### **Impact on IJB Outcomes and Priorities**

Effective governance, including risk management and internal control, will be necessary to deliver the outcomes and priorities of the IJB.

##### **Legal & Risk Implications**

The Governance Action Plan will be used to address known risks and will inform the Annual Governance Statement which must be produced as part of the Annual Accounts.

##### **Consultation**

The Governance Action Plan has been developed between the Chief Internal Auditor and the Chief Office and Chief Finance Officer of the IJB.

**Equalities Assessment**

No equalities issues arise from the recommendations of this report.

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Approved for Submission by: Patricia Cassidy, Chief Officer

**Author – Amanda Templeman**

**Date:** 31 August 2017

**List of Background Papers:** The papers that may be referred to within the report or previous papers on the same or related subjects.

