

Agenda Item 7

IJB Audit Committee Programme of Meetings and Workplan 2021



Falkirk Integration Joint Board Audit Committee

4 December 2020

IJB Audit Committee Programme of Meetings and Workplan 2021

For Decision

1. Executive Summary

- 1.1 This report sets out the proposed timetable of meetings of the Audit Committee for 2021, together with an indicative workplan for the coming year.

2. Recommendations

The Audit Committee is asked to:

- 2.1 agree the proposed timetable of meetings for 2021
- 2.2 agree the indicative workplan for 2021.

3. Background

- 3.1 Audit Committee meetings are arranged to align with various statutory deadlines in relation to the annual accounts process and to ensure all audit plans, associated progress reports and various audit annual reports and assurance statements are considered at an appropriate stage in the financial year.
- 3.2 Meetings are held on a quarterly basis at 9:30am. Proposed dates for 2021 are outlined below:
- 5 March
 - 18 June
 - 24 September
 - 3 December
- 3.3 In line with existing covid-19 and social distancing restrictions, meetings will continue to be held remotely, pending any changes to national Public Health guidance.

4. Indicative Workplan

- 4.1 A draft work plan for the coming year is included at Appendix 1. The plan summarises the work of the Audit Committee over the forthcoming year in a

bid to ensure key timescales are met and any associated training/development needs of the Committee can be identified at an early stage.

- 4.2 It is acknowledged that the work of the Committee may be subject to change, dependent on emerging pressures and priorities. As such the workplan is considered to be a live, dynamic document which will be regularly reviewed and updated. Where possible, any changes to the work plan will be raised in advance at the Audit Committee meetings.

5. Conclusions

- 5.1 The Audit Committee is asked to consider the meeting arrangements and proposed dates presented in the report.
- 5.2 In addition, the report provides an indicative workplan for 2021. The workplan is considered to be a live, dynamic document and is therefore subject to change. 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

Directions

A new Direction or amendment to an existing Direction is not required as a result of the recommendations of this report.

Legal & 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.

6. Report Author

Jillian Thomson, Chief Finance Officer

7. List of Background Papers

None

8. Appendices

Appendix 1: Annual Workplan for Falkirk IJB Audit Committee

ANNUAL WORKPLAN FOR FALKIRK IJB AUDIT COMMITTEE

Appendix 1

	5 March 2021	18 June 2021	24 September 2021	3 December 2021
Accounts				
Consideration of Unaudited Accounts, including Annual Governance Statement		✓		
Approval of Audited Accounts			✓	
Risk				
Risk Management Strategy – as and when required				
Strategic Risk Register updates (Quarterly)	✓	✓	✓	✓
Internal Audit				
Internal Audit Plan	✓			
Internal Audit Progress Report	✓		✓	✓
Internal Audit Annual Assurance Report		✓		
External Audit				
Audit Plan	✓			
Annual Report			✓	
Referrals				
National Reports - Overview	✓	✓	✓	✓
National Reports – As Appropriate				
Other Referrals As Received				
Other Items				
Annual review of the Terms of Reference	✓			