

## **West Lothian Integration Joint Board**

Date: 16 February 2016

Agenda Item: **11**

### **AUDIT COMMITTEE**

#### **REPORT BY ACTING DIRECTOR**

##### **A PURPOSE OF REPORT**

To establish an Audit Committee to assist the Board in compliance with statutory duties and contribute to good governance arrangements for the Board and its committees.

##### **B RECOMMENDATION**

1. To agree to establish an Audit Committee, with the remit set out in the Appendix to the report.
2. To delegate to the Director and the Chair of the committee the arrangements for its first meeting, with a schedule of meeting dates to be agreed there by the committee itself.
3. To note that the legislation regarding the Board's Standing Orders, and the Board's Standing Orders themselves, apply to committees of the Board as they do to the Board itself.

##### **C TERMS OF REPORT**

On 20 October 2015 the Board agreed that a report should be brought to a future meeting to establish an Audit Committee to secure compliance with relevant legislation and assist in the good governance of the Board and its committees and their proceedings.

A draft remit for the Audit Committee is in the appendix to the report. It is designed to secure compliance with the statutory duties on the Board in relation to financial and audit matters, and provide a mechanism for the Board to be assured that it is operating in accordance with legislation and principles of good governance.

The legislation governing Integration Joint Boards requires that its Standing Orders must contain certain specific provisions, and that those Standing Orders are to apply to the proceedings of its committees as they do to the Board itself. The Board adopted such Standing Orders on 20 October 2015 and so the Audit Committee will be governed by their terms.

The most significant provisions to consider are that:-

- a committee must be comprised of Board members (voting and non-voting)
- it must have an equal number of voting members from each of the council and the health board
- there is no casting vote in the event of a tie
- it is for the Board to determine membership and appoint to the committee's Chair, Vice-Chair and members

#### **D CONSULTATION**

Relevant officers of council and health board

#### **E REFERENCES/BACKGROUND**

Board meeting on 20 October 2015

#### **F APPENDICES**

Remit of Audit Committee

#### **G SUMMARY OF IMPLICATIONS**

<b>Equality/Health</b>	The report has little or no relevance with regard to equality or the Public Sector Equality Duty. As a result, equality impact assessment has not been conducted
<b>National Health and Wellbeing Outcomes</b>	N/A
<b>Strategic Plan Outcomes</b>	N/A
<b>Single Outcome Agreement</b>	N/A
<b>Impact on other Lothian IJBs</b>	N/A
<b>Resource/finance</b>	None

<b>Policy/Legal</b>	Public Bodies (Joint Working) (Scotland) Act 2014 and Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014
<b>Risk</b>	Failure to have appropriate procedures in place to ensure statutory compliance and good governance arrangements risk successful delivery of the integrated functions

## **H CONTACT**

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16 February 2016

## **WEST LOTHIAN INTEGRATION JOINT BOARD**

### **AUDIT COMMITTEE**

#### **A REMIT AND POWERS**

- 1 To review the effectiveness of the Board's framework of governance, risk management and internal control
- 2 To approve the annual risk based internal audit plan and monitor internal audit work against the plan
- 3 To consider the annual external audit plan
- 4 To approve the internal audit charter and monitor the independence and effectiveness of the internal audit function
- 5 To consider internal and external audit reports and receive assurance that agreed recommendations have been timeously and effectively implemented
- 6 To consider the unaudited annual accounts and governance statement
- 7 To redirect internal audit resources as and when deemed appropriate
- 8 To make recommendations to the Board on any matters within its remit or which are otherwise referred to it by the Board
- 9 To require the attendance of the Director, Finance Officer and members of the Board, and the provision of information held by the Board, for the purposes of discharging its remit

#### **B MEMBERSHIP**

- 1 Six members of the Board comprising two voting members appointed by NHS Lothian, two voting members appointed by West Lothian Council, and two non-voting members (*for discussion and agreement*)
- 2 The Chair and Vice-Chair of the Committee are to be appointed by the Integration Joint Board
- 3 The Chair and Vice-Chair of the Integration Joint Board may not be members of the Committee (*for discussion and agreement*)

#### **C QUORUM AND STANDING ORDERS**

- 1 The quorum for any meeting of the committee shall be on half of its voting members
- 2 The Standing Orders adopted by the Board on 20 October 2015, as amended if applicable, shall apply to the meetings of the Committee

## **D SUBSTITUTES**

- 1 Substitutes are permitted from the membership of the Integration Joint Board, but a voting member may not attend as a substitute for a non-voting member

## **E MEETINGS**

- 1 The committee shall meet at least four times in each financial year on dates fixed either by the Board or by the committee itself

## **F REPORTING ARRANGEMENTS**

- 1 Minutes of meetings are to be reported and approved at the next meeting of the Committee
- 2 Minutes of meetings are also to be reported to the Integration Joint Board for noting, either in draft form or as approved, depending on the date of the Board's next available meeting