



WORKPLAN FOR WEST LOTHIAN INTEGRATION JOINT BOARD AUDIT RISK AND GOVERNANCE COMMITTEE

Date of Meeting	Agenda Setting	Title of Report	Lead Officer	Action
27 May 2020	22 April 2020			Council Chambers, WL Civic Centre
		IJB High Risks	K Ribbons	
		Risk Management Annual Report	K Ribbons	
		Internal Audit Annual Report including review of system of internal control	K Ribbons	
		Annual Governance Statement	J Millar	
		Best Value Framework – Annual Compliance Report	P Welsh	
		Governance Issues – Update	J Millar	
		External audit/scrutiny report(s) - TBC	A Short	
9 September 2020				Conference Room 3, WL Civic Centre
		IJB Risk Management	K Ribbons	
		Self-Assessment Questionnaire	L Kemp	
		Audited Accounts (inc external audit report)	P Welsh	
		Corporate Governance Annual Report	J Millar	

		Internal Audit report – Performance Management	K Ribbons/J Millar	
		External audit/scrutiny report(s) - TBC	A Short	
2 December 2020				Conference Room 1, WL Civic Centre
		IJB High Risks	K Ribbon	
		Membership Review (IJB, SPG & ARGC)	A Short	
		Local Code of Corporate Governance Update	J Millar	
		Self-Assessment Results	L Kemp	
		Internal Audit report – Financial Planning	K Ribbons	
		External audit/scrutiny report(s) - TBC	A Short	
24 February 2021				Conference Room 3, WL Civic Centre
		IJB Risk Management	K Ribbons	
		Timetable of Meetings for 2021/22	Clerk	
		External Audit Annual Plan	P Welsh/EY	
		Internal Audit Annual Plan	K Ribbons	
		External audit/scrutiny report(s) - TBC	A Short	
17 June 2021				Conference Room 3, WL Civic Centre (tbc)
		IJB High Risks	K Ribbons	
		Risk Management Annual Report	K Ribbons	
		Internal Audit Annual Report (inc review of system of	K Ribbons	

		internal control)		
		Annual Governance Statement	J Millar	
		Governance Issues – Update	J Millar	
		Best Value Framework – Annual Compliance Report	P Welsh	
		Internal Audit report(s) - TBC	K Ribbons	
		External audit/scrutiny report(s) - TBC	A Short	
Sept 2021 Mtg (tbc)		Review of Best Value Protocol	K Ribbons	
		IJB Risk Management	K Ribbons	
		Self-Assessment Questionnaire	L Kemp	
		Audited Accounts (inc external audit report)	P Welsh	
		Corporate Governance Annual Report	J Millar	
		Internal Audit report(s) - TBC	K Ribbons	
		External audit/scrutiny report(s) - TBC	A Short	

REPORTING CYCLE FOR WEST LoTHIAN INTEGRATION JOINT BOARD AUDIT RISK AND GOVERNANCE COMMITTEE

WHAT	WHEN	WHY	LAST	NEXT
AUDIT				
External Audit Annual Plan	Annual	Audit Scotland guidance	Mar 20	Feb 21
Internal Audit Annual Plan	Annual	PSIAS and Internal Audit Charter	Mar 20	Feb 21
Internal Audit Annual Report including review of system of internal control	Annual	Accounts Regulations; PSIAS; Internal Audit Charter; IJB, 24 September 2018	Jun 19	Jun 21
Review the internal audit charter	Quinquennial	Accounts Regulations 2014; PSIAS; IJB, 6 January 2017	Jan 17	Feb 21
External assessment of conformance with PSIAS	Quinquennial	PSIAS; Internal Audit Charter; IJB, 6 January 2017	Mar 17	Mar 22
RISK				
IJB Risk Register	Biannual	Risk Management Strategy; IJB, 26 June 2018	Mar 20	Sept 20
IJB High Risks	Biannual	Risk Management Strategy; IJB, 26 June 2018	Dec 19	Jun 20
Risk Management Annual Report	Annual	Risk Management Strategy; IJB, 26 June 2018	Jun 19	Jun 20
Review of Risk Management Strategy and Policy	Quadrennial	Risk Management Strategy; IJB, 26 June 2018	Jun 18	Jun 22
FINANCE				
Audited Accounts, including external audit report	Annual	IJB, 24 September 2018	Sep 19	Sept 20
Review of Best Value Protocol	Biennial	IJB, 24 September 2018	Sep 18	Sept 20
Best Value Protocol Compliance Statement	Annual	IJB, 24 September 2018	Jun 19	Jun 20

WHAT	WHEN	WHY	LAST	NEXT
GOVERNANCE				
Corporate Governance Annual Report	Annual	CIPFA/SOLACE Framework; IJB Code of Corporate Governance; IJB, 1 May 2018	Sept 19	Sept 20
Update on Governance Issues	Biannual	IJB, 10 September 2019		Dec 20
Review of Standing Orders, Scheme of Delegation and Committee Remits	Biennial	IJB, 21 January 2020	Jan 20	Jan 22
Annual Governance Statement	Annual	IJB, 24 September 2018	Jun 20	Jun 21
Review of Code of Corporate Governance	Biannual	IJB, 10 September 2019	Sept 19	Sept 21
OTHERS				
Meetings Timetable	Annual	IJB and AR&GC practice	Mar 20	Feb 21
Self-Assessment Questionnaire (Issue)	Annual	AR&GC, 12 September 2018	Sept 19	Sept 20
Self-Assessment Questionnaire (Results)	Annual	AR&GC, 12 September 2018	Dec 19	Dec 20