



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

Date of Meeting	Agenda Setting	Title of Report	Lead Officer	Notes
1 Dec 2021	4 Nov 2021			Microsoft TEAMS
		IJB High Risks	K Ribbons	
		Review of IJB internal audit charter	K Ribbons	
		Review of Standing Orders, Scheme of Delegation and Committee Remits	J Millar	
		Update on Governance Issues	J Millar	
		Compliance with CIPFA FM Code / Review of Financial Regulations	P Welsh	
		IJB Audit Principles	K Ribbons	Outlining the communication arrangements between the various IJB Audit Committees and internal auditors and NHS Lothian
		NHS Lothian Internal Audit Report "Risk Management at a Divisional/HSCP level"	K Ribbons	
		NHS Lothian Risk Management Annual Report 2020/21	K Ribbons	
		External audit/scrutiny report(s) - TBC	A White	
		Self-Assessment Questionnaire (Results)	L Kemp	
		Running Log of Actions	L Kemp	

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23 Feb 2022	27 Jan 2022			Venue TBC
		External Audit Annual Plan	P Welsh/EY	
		Internal Audit Annual Plan	K Ribbons	
		Internal Audit report(s) – Budget Monitoring	K Ribbons	
		External assessment of conformance with PSIAS	K Ribbons	
		Review of Best Value Protocol	P Welsh	
		IJB Risk Register	K Ribbons	
		Meetings Timetable	Clerk	
		External audit/scrutiny report(s) - TBC	A White	
		Running Log of Actions	L Kemp	

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	Feb 21	Feb 22
Internal Audit Annual Plan	Annual	PSIAS and Internal Audit Charter	Feb 21	Feb 22
Internal Audit Annual Report including review of system of internal control	Annual	Accounts Regulations; PSIAS; Internal Audit Charter; IJB, 24 September 2018	Jun 21	Jun 22
Review the internal audit charter	Quinquennial	Accounts Regulations 2014; PSIAS; IJB ARGC, 6 January 2017	Jan 17	Dec 21
External assessment of conformance with PSIAS	Quinquennial	PSIAS; Internal Audit Charter; IJB, 6 January 2017	Mar 17	Feb 22
RISK				
IJB Risk Register	Biannual	Risk Management Strategy; IJB, 26 June 2018	Sept 21	Feb 22
IJB High Risks	Biannual	Risk Management Strategy; IJB, 26 June 2018	Jun 21	Dec 21
Risk Management Annual Report	Annual	Risk Management Strategy; IJB, 26 June 2018	Jun 21	Jun 22
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	Sept 21	Sept 22
Review of Best Value Protocol	Biennial	IJB, 24 September 2018	Mar 21	Feb 22
Best Value Protocol Compliance Statement	Annual	IJB, 24 September 2018	Jun 21	Jun 22

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