

# INTEGRATION JOINT BOARD AUDIT & RISK COMMITTEE

## TERMS OF REFERENCE

### 1. INTRODUCTION

- 1.1 The Integration Joint Board (IJB) is required to properly manage its financial and governance affairs. An Audit & Risk Committee of the IJB will assist in the delivery of those functions.

### 2. PURPOSE OF THE IJB AUDIT & RISK COMMITTEE

- 2.1 The IJB Audit & Risk Committee will have a key role with regard to:
- ✚ Ensuring sound governance arrangements are in place for the IJB; and
  - ✚ Ensuring the efficient and effective performance of Western Isles' Health and Social Care Partnership in order to deliver the outcomes set out in the Integration Scheme and in line with the approved annual Directions.

### 3. CONSTITUTION OF THE IJB AUDIT & RISK COMMITTEE

#### Appointments

- 3.1 The IJB will make all appointments to the IJB Audit & Risk Committee including the appointment of the Chair and Vice-chair of the Committee Membership.
- 3.2 The Committee will consist of 6 voting members of the IJB and two non-voting members, including:
- 3 elected members of the Council
  - 3 non-executive members of the Health Board
  - two non-voting members of the IJB

#### Chair and Vice-Chair

- 3.3 The Chair and Vice-Chair of the IJB Audit & Risk Committee will be voting members of the IJB and will be appointed from amongst those members appointed to the IJB Audit Committee; one will be an elected member of the Council and the other will be a non-executive member of the Health Board.
- 3.4 The role of Chair and Vice-Chair will rotate every 2 years with the first rotation taking place at the same time as the change to the chairmanship of the IJB. The Chair of the Audit & Risk Committee should be from the organisation not chairing the IJB.

## **Quorum**

- 3.5 4 members of the Committee will constitute a quorum, including 2 elected member of the Council and 2 non-executive member of the Health Board. The attendance of the Chief Officer, **or appropriate representative confirmed by the Chief Officer**, is required at every meeting to ensure that the meeting is quorate.

## **Frequency of Meetings**

- 3.6 The Committee will meet a minimum of 4 times a year. Additional meetings may be arranged as required.

## **In Attendance**

- 3.7 The Chief Officer, Chief Finance Officer and appointed Internal Auditors and other professional advisers or their nominated representatives will normally attend meetings.
- 3.8 The external auditor will be invited to attend meetings of the IJB Audit & Risk Committee.

## **Sub-groups**

- 3.9 The Committee may at its discretion set up working groups for specific tasks. Membership of working groups will be open to anyone whom the IJB Audit & Risk Committee considers will be able to assist in the task assigned. The working groups will report their findings and any recommendations to the IJB Audit & Risk Committee.

## **4. POLICY AND DELEGATED AUTHORITY**

- 4.1 The IJB Audit & Risk Committee is authorised to request reports and to make recommendations to the IJB on any matter which falls within its Terms of Reference.

## **5. REMIT**

- 5.1 The IJB Audit & Risk Committee will review the overall internal control arrangements of the IJB and make recommendations to the IJB regarding any matters within its Terms of Reference.
- 5.2 Specific areas of responsibility include:

## **Performance Monitoring and Best Value**

1. To ensure that the Chief Officer establishes and implements satisfactory arrangements for reviewing and appraising service performance against agreed objectives, levels and standards of service.

2. To consider reports on performance and to review progress against the national outcomes and the outcomes in the Strategic Plan.
3. To scrutinise performance related strategies and policies and agree escalation to the full IJB for consideration and approval.
4. To review Best Value and performance initiatives.
5. To review its own effectiveness in supporting the IJB's finance and governance responsibilities.

#### **Audit & Risk**

1. To review and recommend the annual Internal Audit Plan to the IJB.
2. To oversee and review progress on actions taken on audit recommendations and report to the IJB on these as appropriate.
3. To consider monitoring reports on the activity of Internal Audit.
4. To consider External Audit Plans and reports as appropriate; any matters arising from these and management actions identified in response.
5. To review risk management and insurance (CNORIS) arrangements and receive regular risk management updates and reports.
6. To assess and scrutinise all **corporate Strategic** risks presented by the Chief Officer and, if appropriate, escalate to the full IJB for approval.
7. The Audit & Risk Committee should regularly monitor the approved **Strategic corporate** risk register to ensure, where possible, any identified risk is mitigate within a controlled time period.
8. To ensure compliance with IJB governance arrangements and strategies e.g. Risk Management Strategy, Participation and Engagement Strategy.
9. To be responsible for setting its own work programme including reviews in order to properly advise the IJB on matters covered by the IJB Audit & Risk Committee

**END**