



**ANGUS HEALTH AND SOCIAL CARE  
INTEGRATION JOINT BOARD AUDIT COMMITTEE – 12 DECEMBER 2018  
REVIEW OF AUDIT COMMITTEE STANDING ORDERS  
REPORT BY ALEXANDER BERRY, CHIEF FINANCE OFFICER**

**ABSTRACT**

The aim of this paper is to update the Audit Committee regarding proposed revisions to the IJB's Audit Committee Standing Orders.

**1.0 RECOMMENDATION**

It is recommended that the Integration Joint Board Audit Committee review and accept the proposed revisions to the IJB's Audit Committee Standing Orders, and request these be forwarded to the IJB for ratification.

**2.0 BACKGROUND**

2.1 The IJB's Audit Committee Standing Orders were originally developed prior to the formal implementation of Health and Social Care Integration. While they have been reviewed since then (in terms of increased membership) they have not been subject to a wide-ranging review. The current version is attached at Appendix 1.

2.2 The benefits of reviewing the Audit Committee's Standing Orders, including the Audit Committee's remit, were noted at the Audit Committee's Development Session of October 2018.

During these discussions, issues such as extending the Audit Committee's membership and broadening the Audit Committee's remit were noted. It was particularly noted that national guidance suggests that Audit Committees could have wider remits than that fulfilled by Angus IJB's Audit Committee currently.

Any proposed change to the Audit Committee's Standing Orders would require to be agreed through subsequent papers to the IJB.

2.3 In terms of revision to the Standing Orders the following is now proposed:-

Membership

It is now proposed that section 1.1 of the Standing Orders be amended to increase the membership of the Audit Committee as follows:-

"The Audit Committee shall comprise of 7 members of the Integration Joint Board all of whom will be entitled to vote at the Audit Committee."

The intention of the increase in membership from 6 to 7 members is to accommodate a wide range of views, to acknowledge the time constraints of members, to ensure quoracy can be achieved and to ensure continuity of membership.

In considering the above, the IJB Audit Committee should consider if the 7<sup>th</sup> member does need to be an existing IJB member, or could come from outwith IJB membership.

#### Remit of the Audit Committee

Recent discussions have also noted the remit of the Audit Committee could be reviewed. Separately Finance reports to the IJB have regularly highlighted constraints in Finance support to the IJB overall and the impact these constraints are having on financial management, reporting, planning and governance. As the Finance support to the IJB is still subject to constraints and generally under review, the Chief Finance Officer believes it would be prudent to leave any review of the remit of the Audit Committee until a firmer set of Finance support arrangements are in place.

#### Report Submission

As the IJB Audit Committee generally follows the same Standing Orders as the main IJB, this consequently restricts who can submit papers directly to the Audit Committee. It is now proposed that the constitutional arrangements of the Audit Committee are amended such that both the IJB's Chief Internal Auditor and the IJB's External Auditor have the right to submit papers directly to the Audit Committee should they require to do so.

### **3.0 CONCLUSIONS**

- 3.1 The Audit Committee requires to review the proposed revisions to the IJB's Audit Committee Standing Orders and note these will be submitted to a future IJB meeting if supported.

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#### **List of Appendices**

Appendix 1 - Angus IJB Audit Committee – Constitutional Arrangements

**ANGUS INTEGRATION JOINT BOARD**

**AUDIT COMMITTEE**

**CONSTITUTIONAL ARRANGEMENTS**

**1. Membership**

- 1.1 The Audit Committee shall comprise of 6 members of the Integration Joint Board all of whom will be entitled to vote at the Audit Committee. The 6 members shall include:-
- (i) two voting members of the Integration Joint Board (one each from the voting membership of Angus Council and NHS Tayside) (excluding the Chair and Vice Chair of the Integration Joint Board who cannot be members of the Audit Committee); and,
  - (ii) three non voting members of the Integration Joint Board (excluding the Chief Officer and Chief Financial Officer who cannot be members of the Audit Committee but who will be expected to attend).
- 1.2 the membership of the Audit Committee shall be reviewed, re-selected and re-approved by the Integration Joint Board in October 2018 and three yearly thereafter.
- 1.3 the Audit Committee should meet at least four times per year unless circumstances require additional meetings.
- 1.4 the Audit Committee shall appoint a Chair and Vice Chair of the Audit Committee (who need not be a voting member of the Integration Joint Board).
- 1.5 members of the Audit Committee will require to attend one development event a year in respect of their role as Audit Committee members.

**2. Remit**

- 2.1 the remit of the Audit Committee shall be:-
- (i) to agree the Internal Audit Plan for the Integration Joint Board (without further reference to the Integration Joint Board),
  - (ii) to consider the terms of any external or internal Inspections, assessments or audits of the Integration Joint Board with a view to making recommendations to the Integration Joint Board in respect thereof (excepting therefrom external or internal inspections, assessments or audits in respect of clinical and/or care governance); and
  - (iii) to scrutinise the annual accounts and Governance Statements.

**3. Quorum**

- 3.1 No business shall be transacted at a meeting of the Audit Committee unless there are present at least one half of the voting Members of the Audit Committee.