



Integration Joint Board Audit and Risk Committee

Will be held on

Monday 16th December 2019 at 2:00 – 4:00pm

**Meeting Room 1, Cargen Tower, Garroch
Business Park, Dumfries, DG2 8PN**

MEMBERS

- Ian Carruthers (Chair)** - Voting Member
- Laura Douglas (Vice Chair)** - Voting Member
- Jane Maitland** - Voting Member
- Vacancy** - Voting Member
- Katy Lewis** - Chief Finance Officer
- Ann Farrell** - Staff Side Representative (Local Authority)

Please forward any items to be discussed under AOCB to Ian.Carruthers@dumgal.gov.uk

Health and Social Care Partnership Website
<http://dghscp.co.uk/>

Terms of Reference – Audit and Risk Committee

General:

1. The Standing Orders as adopted by the Integration Joint Board shall apply to all meetings of the Committee
2. The quorum for any meeting of a committee shall be half of its Voting Members
3. 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.
4. A substitute voting member of the Integration Joint Board may be a committee member.
5. Minutes of the Committee are to be reported and approved at the next meeting of the Committee.
6. Approved Minutes of Committee meetings will also be reported to the Integration Joint Board.

Role and Remit:

- To appoint an Internal Auditor.
- To review the effectiveness of the Board's framework of governance, risk management and internal control.
- To approve the annual risk based internal audit plan and monitor internal audit work against the plan.
- To consider the annual external audit plan.
- To approve the internal audit charter and monitor the independence and effectiveness of the internal audit function.
- To consider internal and external audit reports and receive assurance that agreed recommendations have been timeously and effectively implemented.
- Consider the unaudited accounts and governance statement.
- To redirect internal audit resources as and when deemed appropriate.
- To make recommendations to the Board on any matters within its remit which are otherwise referred to it by the Board.
- To develop a risk management strategy for approval by the Board.
- To advise on the appropriate risk appetite for the Board.
- To advise on any subsequent changes to the risk management strategy and risk appetite for approval by the Board.
- To consider the effectiveness of the risk management process, ensuring that significant risks are being adequately managed.
- To monitor implementation on improvement action plans.

Membership:

1. Six Members of the Board comprising 2 voting members appointed by NHS Dumfries and Galloway and 2 voting members appointed by Dumfries and Galloway Council and 2 nonvoting members
2. The Chair and Vice-Chair of the Committee are to be appointed by the Board.
3. The Chair and Vice-Chair of the Board may not be members of the Committee.
4. In Attendance – Lead Audit and Risk Officers from both parties.

Frequency of Meetings:

At least three times per annum. Additional meetings can be agreed by the Chair if required.