



## **Integration Joint Board Audit, Risk and Governance Committee Terms of Reference**

(All Integration Joint Board Committee meetings must be conducted in accordance with the Integration Joint Board Standing Orders)

### **1. Purpose**

- 1.1 The Integration Joint Board Audit, Risk and Governance, Committee is identified as a committee of the Integration Joint Board.
- 1.2 This committee will maintain oversight of those areas of business as specified by the Integration Joint Board:
  - **Corporate Risk**
  - **Clinical and Care Governance**
  - **External Audit**
  - **Annual Report and Accounts**
  - **Freedom of Information**
  - **Internal Audit**
  - **Records Management**
  - **Regulatory bodies recommendations and requirements**

### **2. Remit**

- 2.1 The committee will monitor and review its Terms of Reference for approval by the Integration Joint Board every two years.

The Committee Chair will develop a full committee assurance report to the Integration Joint Board once a year to be presented by the Chair or Vice Chair of the committee to the Integration Joint Board.

- 2.2 The committee will also highlight, to each meeting of the Integration Joint Board, any matters as they arise by way of updates, reports and/or presentations.

2.3 The committee will maintain oversight of those areas of business as specified by the Integration Joint Board:

- **Corporate Risk**

- Review, scrutinise and recommend approval of a risk management strategy to the Integration Joint Board.
- Provide advice to the Integration Joint Board on appropriate risk appetite levels.
- Receive assurance with regard to the effectiveness of risk management processes and that identified risks are being appropriately managed and provide this assurance to the Integration Joint Board.
- Approve the addition or closure of any risks on the corporate risk register. Any additions will be notified to the next meeting of the Integration Joint Board.

- **Clinical and Care Governance**

- Seek clinical and care governance assurance from constituent authorities and external providers in relation to the quality of care and support being experienced by the people who use health and social care.
- Seek the following annual reports for noting:
  - Chief Social Work Officers Annual Report
  - NHS Healthcare Governance Assurance report

- **External Audit**

- Review the annual External Audit Plan.
- Seek assurance that the agreed recommendations arising from external audit reports have been timeously and effectively implemented.

- **Annual Report and Accounts**

- Note and scrutinise the unaudited annual accounts and Governance Statement.
- Recommend approval of the final annual accounts and Governance Statement to the Integration Joint Board.

- **Freedom of Information**

- Approve the Integration Joint Board Freedom of Information Policy and Publication Scheme
- Receive an annual report on Integration Joint Board Freedom of Information/Environmental Requests.

- **Internal Audit**

- Appoint a Chief Internal Auditor
- Approve the annual risk based Internal Audit Plan and receive progress reports in relation to work against the plan.

- Scrutinise internal audit reports and receive assurance that agreed recommendations have been timeously and effectively implemented.
- Receive an annual report from the Chief Internal Auditor on assurances from the Internal Audit Plan.
- **Records Management**
  - Approve the Integration Joint Board Records Management Plan
  - Approve the Integration Joint Board Records Management Policy
  - Receive assurance with regard to the implementation of the Integration Joint Board Records Management Plan and Policy
- **Regulatory bodies recommendations and requirements**
  - Receive assurance that the recommendations and requirements of regulatory bodies are fully implemented

### 3. Membership

3.1 This Committee will consist of the following:

#### **Voting Members**

- 2 Voting members appointed by NHS Dumfries and Galloway (1 of whom will be either Chair or Vice Chair of the committee)
- 2 voting members appointed by Dumfries and Galloway Council (1 of whom will be either Chair or Vice Chair of the committee)

#### **Advisory Members**

- Lead Officer – Chief Finance Officer
- Chief Social Work Officer
- Registered Nurse (Nurse Director)
- Registered Medical Practitioner - Primary Care (Medical Director Primary Care)
- Registered Medical Practitioner - not Primary Care (Medical Director)
- Third Sector Representative
- Service User Representative

#### **Supporting Officers**

- Chief Internal Auditor
- External Auditor
- Governance/Standards Officer

3.2 All committee members will be appointed by the Integration Joint Board.

3.3 Any Integration Joint Board voting member may act as a substitute on a committee for another Integration Joint Board voting member.

- 3.4 A deputy can attend a committee on behalf of an advisory member with prior agreement of the committee Chair.

### **4. Quorum**

- 4.1 The following members are required to attend each meeting:

- Chair or Vice Chair (who must be voting members of the Integration Joint Board)
- 1 other Integration Joint Board voting member
- Minimum of 2 additional committee members (may be voting or advisory members)

### **5. Attendance at Meetings**

- 5.1 A member will be regarded as being present at a committee meeting if they are able to participate from a remote location via Microsoft Teams or other communication link.
- 5.2 Members are expected to attend each meeting of the committee or to nominate a deputy unless there are exceptional circumstances that would prevent attendance. These should be communicated to the Chair/Vice Chair.
- 5.3 The committee may co-opt additional advisory members as required.

### **6. Schedule of Meetings**

- 6.1 Meetings of this Committee will be 3 times per year.
- 6.2 Committee meeting dates will be agreed by the Integration Joint Board on an annual basis.
- 6.3 Additional committee meeting dates can be called by the Chair/Vice Chair.

### **7. Reporting Arrangements**

- 7.1 Minutes of the previous committee meeting are to be presented and approved by the next meeting of the committee.
- 7.2 Thereafter, approved committee minutes will be circulated to Chair/Vice Chair and members of other committees.
- 7.3 Approved minutes of all committees will be submitted to the next meeting of the Integration Joint Board for noting.

**8. Support**

- 8.1 Administrative support to the committee will be provided by the Health and Social Care Business Support Team.

**9. Agenda and Papers**

- 9.1 Responsibility of the preparation of Agenda and Reports for meetings rests with the Chair and Lead Officer for the committee.
- 9.2 An agenda setting meeting for the committee will be held approximately 4 weeks prior to the meeting.
- 9.3 A pre-meet for the committee will be held approximately 2 weeks prior to the meeting.
- 9.4 All Reports will be distributed electronically by the Health and Social Care Business Support Team one week prior to the date of the meeting.

**10. Review**

- 10.1 This document will be reviewed by the committee every 2 years and presented to the Integration Joint Board for approval.