



ABERDEEN CITY INTEGRATION JOINT BOARD

AUDIT AND PERFORMANCE SYSTEMS COMMITTEE TERMS OF REFERENCE

1. Introduction

- (1) The Audit & Performance Systems Committee is identified as a Committee of the Integration Joint Board (IJB). The approved Terms of Reference and information on the composition and frequency of the Committee will be considered as an integral part of the Standing Orders.
- (2) The Committee will be known as the Audit & Performance Systems Committee (APS) of the IJB and will be a Standing Committee of the Board.
- (3) The purpose of the Committee is to provide assurance to the IJB on the robustness of the Partnership's risk management, financial management service performance and governance arrangements.

2. Constitution

- (1) The IJB shall appoint the Committee members. The Committee will consist ~~of of not less than four voting~~ members of the IJB, with two members appointed from each partner, excluding Professional Advisors. The Committee will include at least two voting members, one from Health and one from the Council.

3. Chairperson

- (1) The Committee will be chaired by a non-office bearing voting member of the IJB and will rotate between NHS Grampian and Aberdeen City Council (ACC).

4. Quorum

- (1) Three Members of the Committee will constitute a quorum.

5. Attendance at Meetings

- (1) The ~~Board Chair,~~ Chief Officer, Chief Finance Officer, Chief Internal Auditor and other Professional Advisors and senior officers are required

as a matter of course, external audit or other persons shall attend meetings at the invitation of the Committee.

- (2) The Chief Internal Auditor will be invited to each meeting and the external auditor will attend at least one meeting per annum.
- (3) The Committee may co-opt additional advisors as required.

6. Meeting Frequency

- (1) The Committee will meet at least four times each financial year. There should be at least one meeting a year, or part therefore, where the Committee meets the external and Chief Internal Auditor without other seniors officers present. A further two developmental sessions will be planned over the course of the year to support the development of members.

7. Authority

- (1) The Committee is authorised to instruct further investigation on any matters which fall within its Terms of Reference.

8. Duties

The Committee shall:-

- (1) ~~The Committee will r~~Review the overall Internal Control arrangements of the Board and make recommendations to the Board regarding signing of the Governance Statement, having received assurance from all relevant Committees.
- (2) Prepare and implement the strategy for performance review and monitor the performance of the Partnership towards achieving its policy objectives and priorities in relation to all functions of the IJB.
- (3) Ensure that the Chief Officer establishes and implements satisfactory arrangements for reviewing and appraising service performance against the national health and wellbeing outcomes, the associated core suite of indicators and other local objectives and outcomes and for reporting this appropriately to the Committee and Board.

The performance systems scrutiny role of the Committee is underpinned by an Assurance Framework which itself is based on the Board's understanding of the nature of risk to its desired priorities and outcomes and its appetite for risk-taking.

This role will be reviewed and revised within the context of the Board and Committee reviewing these Terms of Reference and the Assurance Framework to ensure effective oversight and governance of the partnership's activities.

- (4) Act as a focus for value for money and service quality initiatives.

- (5) Review and approve the annual audit plan on behalf of the IJB, receiving reports, overseeing and reviewing actions taken on audit recommendations and reporting to the Board.
- (6) Monitor the annual work programme of Internal Audit, including ensuring IJB oversight of the clinical and care audit function and programme to ensure this is carried out strategically.
- (7) Consider matters arising from Internal and External Audit reports.
- (8) Review on a regular basis actions planned by management to remedy weaknesses or other criticisms made by Internal or External Audit.
- (9) Support the IJB in ensuring that the strategic integrated assurance and performance framework is working effectively, and that escalation of notice and action is consistent with the risk tolerance set by the Board.
- (10) Support the IJB in delivering and expecting cooperation in seeking assurance that hosted services run by partners are working effectively in order to allow Aberdeen City IJB to sign off on its accountabilities for its resident population.
- (11) Review risk management arrangements, receive annual Risk Management updates and reports and annually review with the full Board the IJB's risk appetite document.
- (12) Ensure the existence of and compliance with an appropriate Risk Management Strategy.
- (13) Report to the IJB on the resources required to carry out Performance Reviews and related processes.
- (14) Consider and approve annual financial accounts and related matters.
- (15) ~~Ensure that the Senior Management Team, including Heads of Service, Professional Leads and Principal Managers maintain effective controls within their services which comply with financial procedures and regulations. Approve and understand the sources of assurance used in the Annual Governance Statement.~~
- (16) Review the Annual Performance Report to assess progress toward implementation of the Strategic Plan.
- (17) Be responsible for setting its own work programme which will include the right to undertake reviews following input from the IJB and any other IJB Committees.
- ~~(18) The Committee may at its discretion set up short term working groups for review work. Membership of the working group will be open to anyone whom the Committee considers will assist in the task assigned. The working groups will not be decision making bodies or formal committees but will make recommendations to the Audit and Performance Systems Committee.~~
- (189) Promote the highest standards of conduct by Board Members.
- (1920) Monitor and keep under review the Codes of Conduct maintained by the IJB.

(204) Provide oversight of Information Governance arrangements and staffing arrangements as part of the Performance and Audit process.

~~(22) Ensure effective IJB oversight of the scrutiny of Serious Incidents in health and social care, including monitoring and reporting systems, timely action, training and improvement activities.~~

(213) Be aware of, and act on, Audit Scotland, national and UK audit findings and inspections/regulatory advice, and to confirm that all compliance has been responded to in timely fashion.

(22) The Committee shall present the minute of its most recent meeting to the next meeting of the IJB for information.

9. Review

(1) The Terms of Reference will be reviewed annually ~~every six months~~ to ensure their ongoing appropriateness in dealing with the business of the IJB.

(2) As a matter of good practice, the Committee should expose itself to periodic review utilising best practice guidelines ~~and external facilitation as required.~~