



Audit & Performance Systems – Committee Duties & Annual Plan

Review Date: December 2018 (following approval of committee dates for 2019/20)

Purpose of the Document

This document provides an overview of the duties of the Audit and Performance Systems Committee (APS) and indicates when the duty will be fulfilled for the financial year 2018/19.

Duties & When Considered

The Committee will 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.

Specifically it will be responsible for the following duties:

Duty	When considered in 2018/19 and Agenda Item No.				
	190618	110918	131118	260219	Comments
1. The preparation and implementation of the strategy for Performance Review and monitoring the performance of the Partnership towards achieving its policy objectives and priorities in relation to all functions of the IJB;		X		X	Performance monitoring quarterly to APS/IJB alternatively.
	X	X	X	X	Transformation programme performance monitoring reports. Includes deep dive presentation into specific areas.
					Other Performance Reports as requested
2. Ensuring that the Chief Officer establishes and implements satisfactory arrangements for reviewing and appraising service performance against the national health and wellbeing		X		X	Performance monitoring quarterly to APS/IJB alternatively.



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<p>outcomes, the associated core suite of indicators and other local objectives and outcomes and for reporting this appropriately to the Committee and Board.</p> <p>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.</p> <p>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.</p>		X			Annual review of the performance monitoring framework & reporting.
				X	Annual review of the Board Assurance & Escalation Framework.
				X	APS ToRs have been reviewed directly by the IJB. Ensure this, and rest of scheme of governance, is considered by APS prior to IJB in the new year.
3. Acting as a focus for value for money and service quality initiatives;	X	X	X	X	Reactive. Example of the living wage processes.
4. To review and approve the annual audit plan on behalf of the IJB,				X	Last considered and approved Apr 18.
receiving reports, overseeing and reviewing actions taken on audit recommendations and reporting to the Board;	X	X	X	X	Internal audit reports received as per the internal audit plan, from both ACC & NHSG



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5. Monitoring 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;	X	X	X	X	Internal audit plan, annual report & reports as required.
6. To consider matters arising from Internal and External Audit reports;	X	X	X	X	Each meeting as required, as per internal/external audit plans
7. Review on a regular basis actions planned by management to remedy weaknesses or other criticisms made by Internal or External Audit.	X	X	X	X	Each meeting as required, as per internal/external audit plans
8. To 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.		X			
9. To 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.					<p>Potential for an audit on hosted services from PWC. This needs to be confirmed.</p> <p>Scheme of delegation has been drafted. External input would be appreciated re. hosted services.</p>



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10. Review risk management arrangements, receive annual Risk Management updates and reports and annually review with the full Board the IJB's risk appetite document.		X			Reviewed risk appetite statement & strategic risk register, following workshop in April, prior to consideration by IJB in August. Update report reviewing current risk processes expected.
11. Ensure existence of and compliance with an appropriate Risk Management Strategy.		X			Connected to 10 (one fulfils other)
12. Reporting to the IJB on the resources required to carry out Performance Reviews and related processes;					Going through a process as an Exec Team to do a service review.
13. To consider and approve annual financial accounts and related matters;	X				Audited annual accounts.
14. Approve & understand the sources of assurance used in the annual governance statement				X	Review of annual governance statement
15. Review the Annual Performance Report to assess progress towards the implementation of the Strategic Plan		X			Review of annual report.



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16. To 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;	X	X	X	X	As requested by the Committees & IJB, or as raised by APS Committee members. Statement of assurance included on agenda at end of every meeting.
17. 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 Committee;					At the discretion of the committee so cannot comment on when they will be established. Statement of assurance at the end of every meeting provides opportunity to raise this.
18. Promoting the highest standards of conduct by Board Members; and 19. Monitoring and keeping under review the Codes of Conduct maintained by the IJB.			X		Review of Code of Conduct
20. Will have oversight of Information Governance arrangements and staffing arrangements as part of the Performance and Audit process.					



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22. To 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.	X	X	X	X	Horizon-scanning activity to be undertaken prior to each APS committee. Any relevant reports and recommendations will be taken to committee.
Review					
9.1 The Terms of Reference will be reviewed every year to ensure their ongoing appropriateness in dealing with the business of the IJB.				X	Additionally, included as a standing item for noting at the start of the agenda.
9.2 As a matter of good practice, the Committee should expose itself to periodic review utilising best practice guidelines.				X	Annual review session