Midlothian Integration Joint Board

Independent Member of the Audit and Risk Committee

Midlothian Integration Joint Board (IJB) brings together parts of Midlothian Council and NHS Lothian and provides governance for the Midlothian Health and Social Care Partnership (MidHSCP). The MidHSCP is responsible for services that help people live well and get support when they need it. This includes all community health and social care services for adults in Midlothian and some acute hospital-based services.

Midlothian IJB is seeking to appoint a suitable person for the post of Independent Member of the Audit and Risk Committee. The role does not attract any remuneration but expenses are payable. The appointments will be through a recruitment process and will be for a 3-year period.

The Audit and Risk Committee is a key component of the Midlothian IJB corporate governance arrangements. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin governance and financial standards;

The Audit and Risk Committee provides independent assurance to the Midlothian IJB of the adequacy of the risk management framework and the internal control environment. It provides independent review of the IJB governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal and external audit, helping to ensure efficient and effective assurance arrangements are in place;

The Committee comprises 4 Voting Members of the IJB (2 Midlothian Councillors and 2 NHS Lothian Non-Executive Directors) together with the Independent Member. The required quorum for meetings is 3 Members.

The Audit and Risk Committee is responsible for the following duties:

GOVERNANCE, RISK AND CONTROL

1. To review the IJB’s corporate governance arrangements against the good governance framework and consider annual governance reports and assurances.

2. To review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account internal audit’s opinion on the overall adequacy and effectiveness of the IJB framework of governance, risk management and control.

3. To consider the IJB arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.

4. To consider the IJB framework of assurance and ensure that it adequately addresses the risk and priorities of the IJB.
5. To monitor the effective development and operation of risk management in the IJB.

6. To monitor progress in addressing risk-related issues reported to the committee.

7. To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.

INTERNAL AUDIT

8. To approve the internal audit charter.

9. To review proposals made in relation to the appointment of external providers of internal audit services and to make recommendations.

10. To approve the risk-based internal audit plan, including internal audit’s resources requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources.

11. To approve significant interim changes to the risk-based internal audit plan and resource requirements.

12. To make appropriate enquiries of both management and the head of internal audit to determine if there are any inappropriate scope or resource limitation.

13. To consider reports from the head of internal audit on internal audit’s performance during the year, including the performance of external providers of internal audit services. These will include:

   a) Updates on the work of internal audit including key findings, issues of concern and action in hand as a result of internal audit work.

   b) Regular reports on the results of the Quality Assurance and Improvement Programme.

   c) Reports on instances where the internal audit function does not conform to the Public Sector Internal Audit Standards and Local Government Application Note, considering whether the non-conformance is significant enough that it must be included in the Annual Governance Statement.

14. To consider the head of internal audit’s annual report:

   a) The statement of the level of conformance with the Public Sector Internal Audit Standards and Local Government Application Note and the results of Assurance and Improvement Programme that supports the statement – these will indicate the reliability of the conclusions of internal audit.

   b) The opinion on the overall adequacy and effectiveness of the IJB’s framework of governance, risk management and control together with the summary of the work supporting the opinion – these will assist the committee in reviewing the Annual Governance Statement.

15. To consider summaries of specific internal audit reports as requested.
16. To receive reports outlining the action taken where the head of internal audit has concluded that management has accepted a level of risk that may be unacceptable to the authority or there are concerns about progress with the implementation of agreed actions.

17. To contribute to the Quality Assurance and Improvement Programme and in particular, to the external quality assessment of internal audit that takes place at least once every five years.

18. To consider a report on the effectiveness of internal audit to support the Annual Governance Statement.

19. To support the development of effective communication with the head of internal audit.

**EXTERNAL AUDIT**

20. To consider the external auditor’s annual letter, relevant reports, and the report to those charged with governance.

21. To consider specific reports as agreed with the external auditor.

22. To comment on the scope and depth of external audit work and to ensure it gives value for money.

23. To commission work from internal and external audit.

24. To advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.

**FINANCIAL REPORTING**

25. To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the IJB.

26. To consider the external auditor’s report to those charged with governance on issues arising from the audit of the accounts.

**ACCOUNTABILITY ARRANGEMENTS**

27. To report to those charged with governance on the committee’s findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks; financial reporting arrangements, and internal and external audit functions.

28. To report to the IJB on a regular basis on the committee’s performance in relation to the terms of reference and the effectiveness of the committee in meeting its purpose.
Midlothian IJB is seeking to appoint a person with an accounting/audit/financial/compliance or governance background, not necessarily in the public sector. There are 4 meetings of the Audit and Risk Committee per year.

Any person who wishes to be considered for selection for the position should no later than Friday 1 November 2019 at 12 noon, lodge with the Chief Officer, Midlothian IJB, Fairfield House, 8 Lothian Road, Dalkeith EH22 3AA, a written request for such consideration. Requests can also be sent by email to – democratic.services@midlothian.gov.uk. The request should include your full name and address, details of your experience/qualifications and a statement as to why you are worthy of selection. It should also include the names of 2 referees who can confirm your suitability for appointment.

It is a requirement that the person appointed will agree to subscribe to and comply with the Code of Conduct which is made under the Ethical Standards in Public Life etc (Scotland) Act 2000.

Interview selection for the position of Independent Member will take place in November and further details will be sent out to those invited for interview.

For an informal chat about the appointment please contact: Claire Flanagan, Chief Finance Officer (Email – Claire.Flanagan@nhslothian.scot.nhs.uk; Tel: 0131 465 5887) or Jill Stacey, MIJB Chief Internal Auditor (Email – Jill.Stacey@midlothian.gov.uk; Tel: 0131 271 3126)