



WEST LOTHIAN INTEGRATION JOINT BOARD

AUDIT RISK AND GOVERNANCE COMMITTEE

DOCUMENT HISTORY	
16 February 2016	Initial remit and membership arrangements considered, adjourned to future meeting
5 April 2016	Expanded remit and powers approved, membership as above
5 December 2017	Paragraph A.6 amended to reflect committee's role in relation to consideration of annual accounts and audit report
1 May 2018	Remit and powers amended to match wording of Risk Management Strategy as an action from the internal audit of risk management arrangements (paragraphs A.4, new A.12- A.15)
24 September 2018	Remit and Powers amended to reflect changes in process and responsibilities for dealing with the Board's unaudited and audited accounts
21 January 2020	Biennial review concluded. Minor changes reflected in A.4, A.5 and A.6. Director re-titled as Chief Officer. Changes effective form 1 February 2020
13 January 2022	Reviewed by Board via AR&GC. No changes. Review cycle in future to be triennial

A REMIT AND POWERS

- 1 To review the effectiveness of the Board's framework of governance, risk management and internal control
- 2 To approve the annual risk based internal audit plan and monitor internal audit work against the plan
- 3 To consider the annual external audit plan
- 4 To approve the internal audit charter and monitor the independence and effectiveness of the internal audit function
- 5 To monitor the principles underpinning the working relationships between and amongst the committees of the council, NHS Lothian and the other Lothian Integrated Joint Boards dealing with audit, risk and governance, and to monitor the effectiveness of those relationships
- 6 To consider internal and external audit reports, reports internal control, reports on corporate governance and reports on risk management (from Board, council or health board) and to scrutinise action plans and monitor their progress and completion
- 7 To redirect internal audit resources as and when deemed appropriate
- 8 To review with officers, the adequacy of the policies and practices in operation to ensure compliance with relevant statutes, directions, standards or codes of corporate governance
- 9 To develop a culture of good corporate governance and to promote awareness of and compliance with the principles of good corporate governance
- 10 To develop a culture of risk awareness and risk management
- 11 To review the risk management policy and the risk management strategy.
- 12 To review the risks included in the risk register and consider progress in mitigating risks
- 13 In relation to the Board's annual accounts and their audit:-
 - Consideration of the findings of the review of the system of internal control and approval of the annual governance statement, prior to the Board's consideration, with any recommendations from the committee, of its unaudited accounts
 - Consideration of the external auditor's annual report prior to its consideration, with any recommendations from the committee, by the Board

- Consideration of the audited annual accounts for signature and publication prior to their consideration, with any recommendations from the committee, and approval by the Board
- 14 To review and monitor the Board's strategy and systems for the management of risk and relevant reporting arrangements and ensure they are adequate and cost effective
 - 15 To make recommendations to the Board on any matters within its remit or which are otherwise referred to it by the Board
 - 16 To require the attendance of the Chief Officer, Finance Officer and members of the Board, and the provision of information held by the Board, for the purposes of discharging its remit

B MEMBERSHIP

- 1 Six members of the Board comprising two voting members appointed by NHS Lothian, two voting members appointed by West Lothian Council, and two non-voting members
- 2 The Chair and Vice-Chair of the Committee are to be appointed by the Integration Joint Board
- 3 The Chair of the Integration Joint Board may not be a member of the Committee

C QUORUM AND STANDING ORDERS

- 1 The quorum for any meeting of the committee shall be on half of its voting members
- 2 The Standing Orders adopted by the Board on 20 October 2015, as amended if applicable, shall apply to the meetings of the Committee

D SUBSTITUTES

- 1 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

E MEETINGS

- 1 The committee shall meet at least four times in each financial year on dates fixed either by the Board or by the committee itself

F REPORTING ARRANGEMENTS

- 1 Minutes of meetings are to be reported and approved at the next meeting of the Committee

DATA LABEL: PUBLIC

- 2 Minutes of meetings are also to be reported to the Integration Joint Board for noting, either in draft form or as approved, depending on the date of the Board's next available meeting



WEST LOTHIAN INTEGRATION JOINT BOARD

APPOINTMENTS COMMITTEE

DOCUMENT HISTORY	
8 December 2015	Committee remit established and approved
21 January 2020	Review concluded along with other elements of Standing Orders. No changes other than Chief Officer re-titled as Chief Officer. to be reviewed again by December 2021
13 January 2022	Reviewed by Board via IJB. No changes. Review cycle in future to be triennial

1 Name

- 1.1 The committee shall be called the West Lothian Integration Joint Board Appointments Committee (Appointments Committee).

2 Role and Powers

- 2.1 To undertake recruitment, interview and appointment to the positions of Chief Officer (formerly known locally as "Director"), Finance Officer (Section 95 Officer), Internal Auditor and Standards Officer.
- 2.2 Decisions made by the Appointments Committee shall be reported to the next available meeting of the Board for ratification.

3 Membership

- 3.1 The voting members of the Board in place when the meeting of the Appointments Committee is called.
- 3.2 Arrangements shall be made by the Clerk, in consultation with the Chair and Vice-Chair, to call to each meeting, and to have in attendance at each meeting, no more than two of the voting members for each of the council and health board.

4 Chair and Vice-Chair

- 4.1 The positions of Chair and Vice-Chair shall be appointed by the Board, and must be held by voting members.

5 Quorum

- 5.1 No business shall be conducted unless there are present at least half of the voting members appointed to the committee.

6 Standing Orders

- 6.1 The Standing Orders of the Board shall apply to proceedings of the committee.

7 Advice and support

- 7.1 The committee shall be entitled to call on officers of the council and the health board for the support and advice it needs to perform its remit, and those officers may attend meetings of the committee to act as advisers.

8 Minutes and reporting

- 8.1 Minutes of meetings of the committee shall be reported to the next committee meeting for approval, and to the next available of the Board for information, either in draft or approved form, as the case may be.