

**Integration Joint Board
 Finance and Audit Committee**

Report By: Chief Officer, Finance and Resources

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FINANCE AND AUDIT COMMITTEE WORKPLAN

Purpose of Report:	This report outlines various reports which the Finance and Audit Committee may wish to see included in its workplan, and indicates frequency and timescales for these reports to be considered.
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Recommendations:	The Finance and Audit Committee is asked to approve the proposed Workplan.
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Implications for IJB:

Financial:	None
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Personnel:	None
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Legal:	None
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Economic Impact:	None
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Sustainability:	None
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Sustainable Procurement and Article 19:	None
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Equalities:	None
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Implications for Glasgow City Council:	None
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Implications for NHS Greater Glasgow & Clyde:	None
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Work Programme: Finance and Audit Committee

April 2016 – March 2017

Topic	Main Tasks	Frequency/Timescales for completion
Monitoring internal financial control	Ensure that appropriate financial controls are in place	April 2016
Budget monitoring - Revenue	Ensure that performance is monitored against budget, and that the budget plan is clearly linked to the strategic plan	From April 2016 Financial monitoring statements to be prepared monthly/4-weekly.
Budget Monitoring - Capital	Review of expenditure on Capital Programme against profile	From April 2016 Quarterly statements
Approval of capital schemes to be submitted to parent bodies	Scrutiny of business cases to ensure they are consistent with the strategic aims of the Partnership	From April 2016 As required
Approval of annual Internal Audit plan	Approval of the areas of business across the Integration Joint Board which will be subject of Internal Audit	Annually in March, and reviewed initially after 6 months
Approval of External Audit plan	To note those areas of business across the Integration Joint Board which will be subject to External Audit	Annually in March, and reviewed initially after 6 months
Undertake ad-hoc audits	Initiating and undertaking ad-hoc audits and/or reviews of any matters falling within the remit of the Committee or requested by the Integration Joint Board	From April 2016 as required
Internal and External audit reports	Receiving and considering summaries of internal and external audit reports which relate to any issue falling within the remit of the Integration Joint Board	From April 2016 as such reports are received

Best Value	Promoting value for money and best value studies	Ongoing
Service Reform Programme	Taking an overview of the Integration Joint Board's Service Reform programme	Ongoing
Risk Registers	Review of Risk Registers to ensure satisfactory control actions are in place to mitigate risks	Quarterly
Service/Financial performance issues	Referring back to the Integration Joint Board for its consideration any Service/Financial performance issue which might have implications for policy development coming within the remit of the Integration Joint Board	Service quarterly Financial to every F&A Cttee
Annual Accounts and Governance Statement	Approval of the Annual Accounts and Annual Governance Statement prior to presentation to the Integration Joint Board	June 2016
Annual External Audit	To consider the external auditor's annual letter and associated reports and to report on these to the Integration Joint Board	September 2016
Effectiveness of relationships	To advise on the effectiveness of relationships between external and internal audit and other inspection agencies	Ongoing