

# Scottish Borders Health and Social Care IJB Audit Committee

18 March 2024

## INTERNAL AUDIT ANNUAL PLAN 2024/25 FOR THE INTEGRATION JOINT BOARD



Report by Jill Stacey, IJB Chief Internal Auditor  
(Scottish Borders Council's Chief Officer Audit & Risk)

### 1. PURPOSE AND SUMMARY

- 1.1. **To gain approval to the proposed Internal Audit Annual Plan 2024/25 for the Scottish Borders Health and Social Care Integration Joint Board (IJB), to enable the IJB Chief Internal Auditor to prepare an annual opinion on the adequacy of the overall control environment of the integration authority.**
- 1.2. Internal Audit is an independent appraisal function established for the review of the governance arrangements and internal control system of the Scottish Borders Health and Social Care Integration Joint Board to provide the statutory Internal Audit annual assurance and opinion. It objectively examines, evaluates and reports on the adequacy of governance and internal control as a contribution to the proper, economic, efficient and effective use of resources and the management of risk.
- 1.3. The Internal Audit service to the Scottish Borders Health and Social Care Integration Joint Board (IJB) is provided by Scottish Borders Council's Internal Audit function. A total of 45 days has been allocated to provide Internal Audit services to the IJB, which reflects the Council's contribution of corporate support resources. The Internal Audit Charter and Internal Audit Strategy, to be presented for approval by Scottish Borders Council Audit Committee on 11 March 2024, are applicable for the provision of Internal Audit services to the IJB. Those documents respectively define the terms of reference for the Internal Audit function to fulfil its role and set out the approach to the planning, delivery and reporting of Internal Audit activity in conformance to the Public Sector Internal Audit Standards (PSIAS).
- 1.4. The proposed assurance and other work within the Internal Audit Annual Plan 2024/25 for the Scottish Borders Health and Social Care Integration Joint Board (Appendix 1) has been informed by the risks, internal controls and mitigation actions as set out within the IJB Strategic Risk Register to ensure that Internal Audit plans are risk-based and provide relevant assurance for the IJB. The Internal Audit Annual Plan 2024/25 for the IJB includes sufficient work to enable the IJB Chief Internal Auditor to prepare the statutory independent and objective audit opinion to the year ending 31 March 2025.

### 2. RECOMMENDATIONS

- 2.1. **The Scottish Borders Health and Social Care Integration Joint Board (IJB) Audit Committee is asked to:-**
  - a) **Approve the proposed Internal Audit Annual Plan 2024/25 for the Scottish Borders Health and Social Care Integration Joint Board (Appendix 1).**

### 3. ALIGNMENT TO STRATEGIC OBJECTIVES AND WAYS OF WORKING

- 3.1. It is expected that the proposed Internal Audit assurance and other work in 2024/25 for the IJB on its systems of governance, risk and internal control will indirectly impact on all of the Health and Social Care Strategic Framework Objectives and Ways of Working set out below.
- 3.2. There are specific elements of the proposed Internal Audit assurance work for 2024/25 for the IJB that relate directly to the strategic objectives 'Rising to the workforce challenge' and 'Supporting unpaid carers'.

Alignment to our strategic objectives					
Rising to the workforce challenge	Improving access	Focusing on early intervention and prevention	Supporting unpaid carers	Improving our effectiveness and thinking differently to meet need with less	Reducing poverty and inequalities
X	X	X	X	X	X

Alignment to our ways of working					
People at the heart of everything we do	Good agile teamwork and ways of working – Team Borders approach	Delivering quality, sustainable, seamless services	Dignity and respect	Care and compassion	Inclusive co-productive and fair with openness, honesty and responsibility
X	X	X	X	X	X

### 4. INTEGRATION JOINT BOARD DIRECTION

- 4.1 A Direction is not required. This is a routine good governance report for assurance purposes, setting out the planned approach for the provision of Internal Audit services to the IJB.
- 4.2 The Internal Audit work that will be carried out during 2024/25 will include a range of assurance and other work associated with the IJB's Directions Policy and procedures, and the assurances thereon will be included at the end of the year within the Internal Audit Annual Assurance Report 2024/25.

### 5. BACKGROUND

- 5.1. Internal Audit is an independent appraisal function established for the review of the governance arrangements and internal control system of the Scottish Borders Health and Social Care Integration Joint Board to provide the statutory Internal Audit annual assurance and opinion. It objectively examines, evaluates and reports on the adequacy of governance and internal control as a contribution to the proper, economic, efficient and effective use of resources and the management of risk.

- 5.2. The key standards within the Public Sector Internal Audit Standards (PSIAS) which relate to the preparation of the internal audit plan are summarised below:
- No. 2010 – Planning which states that “the chief audit executive must establish risk-based plans to determine the priorities of the internal audit activity, consistent with the organisation’s goals”; and
  - No. 2020 – Communication and Approval which states that “the chief audit executive must communicate the internal audit activity’s plans and resource requirements, including significant interim changes, to senior management and the board for review and approval. The chief audit executive must also communicate the impact of resource limitations.”
- 5.3 The CIPFA Publication ‘Audit Committees 2022’ states that “The audit committee should make best use of the internal audit resource within the assurance framework. In particular, the audit committee should seek confirmation from internal audit that the audit plan considers the requirement to produce an annual internal audit opinion that can inform the Annual Governance Statement. Specific activities will include:
- Approving (but not directing) the risk-based plan, considering the use made of other sources of assurance.”

## **6. INTERNAL AUDIT ANNUAL PLAN 2024/25 FOR THE IJB**

- 6.1. The Internal Audit service to the Scottish Borders Health and Social Care Integration Joint Board (IJB) is provided by Scottish Borders Council’s Internal Audit function. Internal Audit resources are outlined in the Internal Audit Annual Plan 2024/25 to be approved by Scottish Borders Council’s Audit Committee on 11 March 2024. A total of 45 days have been allocated to provide Internal Audit services to the IJB, which reflects the Council’s contribution of corporate support resources.
- 6.2. The Internal Audit Charter and Internal Audit Strategy, to be presented for approval at the same meeting of Scottish Borders Council’s Audit Committee, are applicable for the provision of Internal Audit services to the Scottish Borders Health and Social Care Integration Joint Board (IJB). Those documents respectively define the terms of reference for the Internal Audit function to fulfil its role and set out the approach to the planning, delivery and reporting of Internal Audit activity in conformance to the Public Sector Internal Audit Standards (PSIAS).
- 6.3. The proposed assurance and other work within the Internal Audit Annual Plan 2024/25 for the Scottish Borders Health and Social Care Integration Joint Board (Appendix 1) has been informed by the risks, internal controls and mitigation actions as set out within the IJB Strategic Risk Register to ensure that Internal Audit plans are risk-based and provide relevant assurance for the IJB.
- 6.4. The Internal Audit Annual Plan 2024/25 for the Scottish Borders Health and Social Care Integration Joint Board (Appendix 1) includes sufficient work to enable the IJB Chief Internal Auditor to prepare the statutory independent and objective audit opinion to the year ending 31 March 2025.

## 7. IMPACTS

### Community Health and Wellbeing Outcomes

- 7.1. The Internal Audit assurance and other work that will be carried out during 2024/25 includes a range of work associated with the IJB's vision, priorities and plans to achieve health and wellbeing outcomes. This report sets out the approach for provision of Internal Audit assurance services, therefore an assessment of the impact on the National Health and Wellbeing Outcomes is not relevant.

N	Outcome description	Increase / Decrease / No impact
1	People are able to look after and improve their own health and wellbeing and live in good health for longer.	
2	People, including those with disabilities or long term conditions, or who are frail, are able to live, as far as reasonably practicable, independently and at home or in a homely setting in their community.	
3	People who use health and social care services have positive experiences of those services, and have their dignity respected.	
4	Health and social care services are centred on helping to maintain or improve the quality of life of people who use those services.	
5	Health and social care services contribute to reducing health inequalities.	
6	People who provide unpaid care are supported to look after their own health and wellbeing, including to reduce any negative impact of their caring role on their own health and well-being.	
7	People who use health and social care services are safe from harm.	
8	People who work in health and social care services feel engaged with the work they do and are supported to continuously improve the information, support, care and treatment they provide.	
9	Resources are used effectively and efficiently in the provision of health and social care services.	

### Financial impacts

- 7.2. The Internal Audit assurance and other work that will be carried out during 2024/25 includes a range of work associated with the IJB's Financial Governance arrangements, and the assurances thereon will be included at the end of the year within the Internal Audit Annual Assurance Report 2024/25.

### Equality, Human Rights and Fairer Scotland Duty

- 7.3. This is a routine good governance report for assurance purposes and, as a result, completion of an integrated impact assessment is not an applicable consideration.

### Legislative considerations

- 7.4. The Scottish Borders Health and Social Care Integration Joint Board, established as a separate legal entity as required by the Public Bodies (Joint Working) (Scotland) Act 2014, is responsible for the strategic planning and commissioning of a wide range of integrated health and social care services across the Scottish Borders partnership area, based on resources which have been delegated to it by the partners, Scottish Borders Council and NHS Borders.
- 7.5. The IJB is therefore expected to operate under public sector good practice governance arrangements which are proportionate to its transactions and responsibilities to ensure the achievement of the objectives of Integration. The establishment of robust Risk Management and Audit arrangements is one of the key components of good governance and will be critical to the capacity of the IJB to function effectively.

## **Climate Change and Sustainability**

- 7.6. The Internal Audit work for the IJB will continue to be carried out using a virtual platform MS Teams during 2024/25 to minimise the need for business travel and reduce potential climate impact.

## **Risk and Mitigations**

- 7.7. The Public Sector Internal Audit Standards (PSIAS) require Internal Audit to evaluate the effectiveness of the IJB's Risk Management arrangements and contribute to improvements in the process.
- 7.8. Internal Audit provides assurance to IJB Management, Audit Committee and the Board on the adequacy and effectiveness of internal controls and governance within the IJB, including risk management, and to highlight good practice and recommend improvements.
- 7.9. Key components of the audit planning process include a clear understanding of the IJB's functions, associated risks, and potential range and breadth of audit areas for inclusion within the plan. The Internal Audit Annual Plan 2024/25 for the IJB has been informed by the risks, internal controls and mitigation actions as set out within the IJB Strategic Risk Register to ensure that Internal Audit plans are risk-based and provide relevant assurance. Furthermore, the IJB Chief Officer has been consulted and the Audit Plan has been informed by key developments at both a national and local level and other relevant background information, for example the Strategic Framework.
- 7.10. Discussions with the IJB Chief Officer continue on a monthly basis to ensure Internal Audit assurance meets the needs of the IJB and Management and other key stakeholders.
- 7.11. It is anticipated that improvements in the management and mitigation of risks will arise as a direct result of IJB Management implementing the Internal Audit recommendations.
- 7.12. In addition to its own governance arrangements, the IJB places reliance on the governance arrangements adopted by NHS Borders and Scottish Borders Council, the partners. One such area is the risk management arrangements, which includes an Integrated Risk Forum. Where appropriate, existing mechanisms embedded within both NHS Borders and Scottish Borders Council will continue to be used to provide assurance to the IJB.

## **8. CONSULTATION**

### **Communities consulted**

- 8.1. This is a routine good governance report for assurance purposes and, as a result, consultation with communities is not required.

### **Integration Joint Board Officers consulted**

- 8.2. The IJB Chief Officer has been consulted on the proposed assurance and other work within the Internal Audit Annual Plan 2024/25, in advance of it being considered by the IJB Audit Committee for approval.

**Approved by:**

Jill Stacey, IJB Chief Internal Auditor

**Author(s)**

Jill Stacey, IJB Chief Internal Auditor (Scottish Borders Council's Chief Officer Audit & Risk)

**Background Papers:** Internal Audit Annual Plan 2024/25 for the IJB

**Previous Minute Reference:** IJB Audit Committee 20 March 2023

For more information on this report, contact us at Internal Audit [intaudit@scotborders.gov.uk](mailto:intaudit@scotborders.gov.uk)