



REPORT TO: East Lothian IJB – Audit and Risk Committee

MEETING DATE: 15 September 2020

BY: Chief Internal Auditor

SUBJECT: Revised Internal Audit Plan 2020/21

1 PURPOSE

- 1.1 To inform the Audit and Risk Committee of Internal Audit's revised operational plan for 2020/21.

2 RECOMMENDATION

- 2.1 The Audit and Risk Committee is asked to approve the revised Audit Plan for 2020/21.

3 BACKGROUND

- 3.1 The Audit & Risk Committee approved the Audit Plan for 2020/21 at its meeting of 10 March 2020. Since the approval of the Audit Plan and this Committee the risks impacting the East Lothian IJB have been substantially altered by the impact of the COVID-19 pandemic.
- 3.2 The annual audit plan has been prepared in accordance with Public Sector Internal Audit Standards (PSIAS).
- 3.3 In preparing the annual audit plan a range of factors have been taken into account, including:
- The Public Bodies (Joint Working) (Scotland) Act 2014, which sets out the framework for integrated adult health and social care services
 - The Integration Scheme
 - The IJB Strategic Plan 2019-2022
 - The IJB risk register in place
 - Changes in service delivery, particularly as a result of COVID-19.

- 3.4 Internal Audit will evaluate the adequacy and effectiveness of controls in responding to risks within the IJB's governance, operations and information systems, regarding the:
- Achievement of the IJB's strategic objectives.
 - Reliability and integrity of financial and operational information.
 - Effectiveness and efficiency of operations and programmes.
 - Safeguarding of assets.
 - Compliance with laws, regulations, policies, procedures and contracts.
- 3.5 The provision of the Internal Audit service is on an in-house basis by East Lothian Council's Internal Audit Unit. In addition to the work undertaken by the in-house team, work is also undertaken by the NHS Lothian Internal Audit team – the 2020/21 Audit Plan includes one audit to be undertaken by the NHS Lothian Internal Audit team.
- 3.6 Internal Audit will adopt a risk based approach to audit assignments as the principal means of providing assurance on the adequacy, reliability and effectiveness of internal controls. Testing of controls will be carried out on a sample basis.
- 3.7 For each individual audit, a detailed audit report will be prepared for the IJB Chief Officer and copies of the audit report will be provided to External Audit and to members of the IJB Audit and Risk Committee.
- 3.8 Audit reports will highlight areas where expected controls have been met and areas where there is scope for improvement. A detailed action plan will be attached to each report listing all recommendations made and recording management responses to the recommendations.
- 3.9 Follow-up of all recommendations will be carried out, and formal follow up reviews completed for all reports graded moderate, limited or no assurance.
- 3.10 An Annual Internal Audit Opinion and Report will be prepared at the end of the financial year, outlining:
- A statement of the level of conformance with the Public Sector Internal Audit Standards and Local Government Application Note and the results of the Quality Assurance and Improvement Programme that support the statement.
 - An opinion on the overall adequacy and effectiveness of the IJB's framework of governance, risk management and control together with a summary of the work supporting the opinion.
- 3.11 The revised Audit Plan for 2020/21 is attached.

4 ENGAGEMENT

- 4.1 The Audit Plan has been discussed with Management, but does not require wider engagement.

5 POLICY IMPLICATIONS

- 5.1 None

6 INTEGRATED IMPACT ASSESSMENT

- 6.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

7 DIRECTIONS

- 7.1 The subject of this report does not require any amendment to or creation of Directions.

8 RESOURCE IMPLICATIONS

- 8.1 Financial - None
8.2 Personnel - None
8.3 Other - None

9 BACKGROUND PAPERS

- 9.1 None

AUTHOR'S NAME	Duncan Stainbank
DESIGNATION	Chief Internal Auditor
CONTACT INFO	01620 827353
DATE	4 September 2020

REVISED EAST LoTHIAN IJB AUDIT PLAN 2020/21

AUDITABLE AREAS	SCOPE OF THE AUDIT	INTERNAL AUDIT ASSESSED RISK	WEEKS
PPE Purchasing and Stock Control	Internal Audit will review the processes and procedures created to control the purchase and issue of PPE during the COVID pandemic for the East Lothian IJB and the continued operation.	High	5
Workforce Planning	The NHS Lothian Internal Audit team will review the processes in place to produce a workforce plan and the governance arrangements in place for monitoring the plan.	Medium	-
COVID 19 Governance Arrangements	Internal Audit will review the operation of the Governance framework operating in emergency measures during the COVID pandemic. Reviewing communication arrangements across Governance forums and individuals operating across the East Lothian IJB.	Medium	4
Social Care Sustainability Payments	Internal Audit will review the processes developed to collect appropriate information, review and approve claims, and resolve appeals in making sustainability payments for COVID 19 related costs for social care providers within East Lothian.	Medium	4
Follow-up Audits	Internal Audit will follow-up on previously issued audit reports to ensure that recommendations made have been implemented by Management.	Low	1
Other Audit Work	Time has been allocated for other audit work including the preparation of the audit plan, self-assessment against the Public Sector Internal Audit Standards (PSIAS) and the preparation of the annual internal audit opinion and report.	Low	1

