

## PERFORMANCE AND AUDIT COMMITTEE – TERMS OF REFERENCE

1. The remit of the committee is to review the overall internal control arrangements of the Board and make recommendations to the Board regarding signing of the Governance Statement, having received assurance from all relevant Committees.
2. Specifically the committee will be responsible for the following:
  - Approval of unaudited annual accounts on behalf of the IJB
  - Approval of audited accounts, External Auditor's report and proposed audit certificate (ISA 260 report) on behalf of the IJB
  - The preparation and implementation of the strategy for performance review and monitoring the performance of the HSCP towards achieving its policy objectives and priorities in relation to all functions of the IJB;
  - Ensuring that the Chief Officer establishes and implements satisfactory arrangements for reviewing and appraising service performance against set objectives, levels and standards of service and the performance indicators and to receive regular reports on these and to review the outcomes;
  - Acting as a focus for value for money and service quality initiatives;
  - Reviewing and approving the annual audit plan on behalf of the IJB, receiving reports, overseeing and reviewing actions taken on audit recommendations and reporting to the Board;
  - Monitoring the annual work programme of internal audit;
  - Considering matters arising from internal and external audit reports;
  - Reviewing on a regular basis action planned by management to remedy weaknesses or other criticisms made by internal or external audit
  - Reviewing risk management arrangements, receiving annual risk management updates and reports.
  - Ensuring existence of and compliance with an appropriate risk management strategy.
  - Reporting to the IJB on the resources required to carry out performance reviews and related processes;
  - Considering annual financial accounts and related matters before submission to and approval by the IJB;
  - Ensuring that the senior management team, including heads of service, professional leads and principal managers maintain effective controls within their services which comply with financial procedures and regulations;
  - Reviewing the implementation of the Strategic Plan;
  - Setting its own work programme which will include the right to undertake reviews following input from the IJB and any other committees established by the IJB;
  - At its discretion setting up short term working groups for review work, membership of which will be open to anyone whom the committee considers will assist in the task assigned. The working groups will not be decision making bodies or formal committees but will make recommendations to the Performance and Audit Committee;
  - Promoting the highest standards of conduct by board members; and
  - Monitoring and keeping under review the Codes of Conduct maintained by the IJB.
  - Having oversight of information governance arrangements as part of the performance and audit process (to be confirmed).