

Orkney Integration Joint Board

Annual Audit Plan 2019/20



 AUDIT SCOTLAND

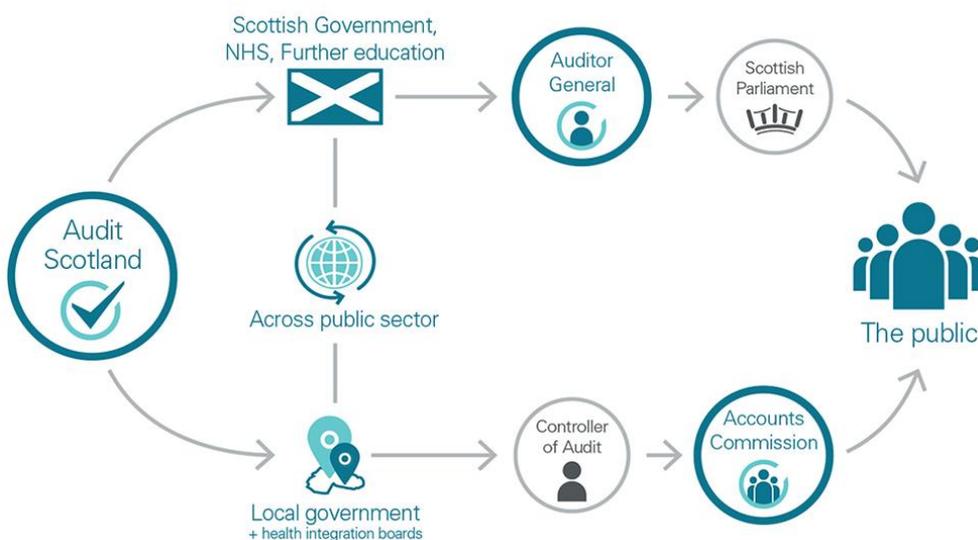
Prepared for Orkney IJB Audit Committee
March 2020



Who we are

The Auditor General, the Accounts Commission and Audit Scotland work together to deliver public audit in Scotland:

- The Auditor General is an independent crown appointment, made on the recommendation of the Scottish Parliament, to audit the Scottish Government, NHS and other bodies and report to Parliament on their financial health and performance.
- The Accounts Commission is an independent public body appointed by Scottish ministers to hold local government to account. The Controller of Audit is an independent post established by statute, with powers to report directly to the Commission on the audit of local government.
- Audit Scotland is governed by a board, consisting of the Auditor General, the chair of the Accounts Commission, a non-executive board chair, and two non-executive members appointed by the Scottish Commission for Public Audit, a commission of the Scottish Parliament.



About us

Our vision is to be a world-class audit organisation that improves the use of public money.

Through our work for the Auditor General and the Accounts Commission, we provide independent assurance to the people of Scotland that public money is spent properly and provides value. We aim to achieve this by:

- carrying out relevant and timely audits of the way the public sector manages and spends money
- reporting our findings and conclusions in public
- identifying risks, making clear and relevant recommendations.

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Risks and planned work

1. This annual audit plan contains an overview of the planned scope and timing of our audit which is carried out in accordance with International Standards on Auditing (ISAs), the [Code of Audit Practice](#), and [guidance on planning the audit](#). This plan sets out the work necessary to allow us to provide an independent auditor's report on the annual accounts and meet the wider scope requirements of public sector audit.

2. The wider scope of public audit contributes to assessments and conclusions on financial management, financial sustainability, governance and transparency and value for money.

Adding value

3. We aim to add value to the Orkney Integration Joint Board through our external audit work by being constructive and forward looking, by identifying areas for improvement and by recommending and encouraging good practice. In so doing, we intend to help the Orkney Integration Joint Board promote improved standards of governance, better management and decision making and more effective use of resources.

Audit risks

4. Based on our discussions with staff, attendance at committee meetings and a review of supporting information we have identified the following significant risk areas for Orkney Integration Joint Board. We have categorised these risks into financial statements risks and wider dimension risks. The key audit risks, which require specific audit testing, are detailed in [Exhibit 1](#).

Exhibit 1 2019/20 Significant audit risks

 Audit Risk	Source of assurance	Planned audit work
Financial statements issues and risks		
<p>1 Risk of management override of controls</p> <p>ISA 240 requires that audit work is planned to consider the risk of fraud, which is presumed to be a significant risk in any audit. This includes consideration of the risk of management override of controls to change the position disclosed in the financial statements.</p>	<p>Owing to the nature of this risk, assurances from management are not applicable in this instance.</p>	<ul style="list-style-type: none"> Service auditor assurances will be obtained from the auditors of Orkney Island Council and NHS Orkney over the completeness, accuracy and allocation of the income and expenditure.

	Audit Risk	Source of assurance	Planned audit work
2	<p>Financial Reporting</p> <p>Orkney Integration Joint Board requires to implement a quality assurance process to help support the Chief Finance Officer in preparing the annual report and accounts to ensure the content is clear, concise and adheres to guidance prior to submission for audit.</p>	<p>The Senior Management Team will scrutinise and amend the annual report and accounts, as appropriate, prior to the draft being submitted within specified timescales.</p>	<ul style="list-style-type: none"> We will liaise with key officers to ensure a quality assurance process is in place and the audit of the financial statements is not delayed as a result of the quality of the financial statements received for audit.
3	<p>Projected financial outturn</p> <p>The 2019/20 budget has not been formally approved.</p> <p>The financial monitoring report presented to the December 2019 Board indicates that the Orkney Integration Joint Board will have a projected overspend of £0.152 million at the year end.</p> <p>There is risk that expenditure and income are not in line with expectations, leading to an unplanned surplus or deficit.</p> <p>Additional payments may be required from the council and health board which could result in difficulties in producing a balanced outturn in future years.</p>	<p>The Orkney IJB was projecting an underspend for most of the financial year. However, in December 2019, this has now resulted in a projected overspend due to the requirement of agency staff within mental health without budget and the continued use of agency staff for service delivery.</p> <p>This has been highlighted to the Orkney IJB as a briefing note and presented at the Finance and Performance Committee.</p> <p>There will be correspondence with both partners in relation to obtaining additional funds if required as per the integration scheme.</p>	<ul style="list-style-type: none"> Ensure budget monitoring is robust and accurately reflects the financial position. Confirmation of compliance with Orkney Integration Scheme. Review of recovery plans put in place by partners for reasonableness.
4	<p>Unscheduled care budget</p> <p>NHS Orkney agreed to formally delegate the unscheduled care budget to the Orkney Integration Joint Board in 2018/19. However, to date this has not been undertaken.</p> <p>There is an ongoing risk that set aside in the annual accounts is not being managed by the Orkney Integration Joint Board as expected by legislation.</p>	<p>Due to staffing capacity issues this has not been progressed to date. However, it is anticipated that this will be taken forward within financial year 20/21 and the work will be progressed in alignment with the review of the integration scheme.</p>	<ul style="list-style-type: none"> Confirmation that the unscheduled care budget has been transferred by 31 March 2020, providing comment in our annual audit report.

 Audit Risk	Source of assurance	Planned audit work
Wider dimension risks		
<p>5 Integration Scheme Review</p> <p>A review of the Integration Scheme was planned for 2018/19 however, it has been delayed. As part of this review the Orkney Integration Joint Board should review section (2.10.7.5) which states that any additional payments paid by partner bodies may be deducted from future years' funding.</p> <p>There is a risk that this will compound any future funding gap.</p>	<p>There is a review planned of the overall integration scheme within financial year 2020/21 whereby this issue will be highlighted.</p>	<ul style="list-style-type: none"> • Confirmation of agreement of funding and balances with host bodies. • Confirmation of proposed changes to the integration scheme providing comment in our annual audit report.
<p>6 Financial Sustainability</p> <p>Orkney Integration Joint Board's medium-term financial plan 2019-22 identifies a funding gap of approximately £5 million facing the Board by 2022. Work is required to ensure that financial pressures can be addressed. There is a risk that Orkney Integration Joint Board may not be able to deliver the targeted saving in 2019/20 and beyond.</p>	<p>Routine budget monitoring, updating and reporting of the medium-term financial plan.</p> <p>Compliance with the Scottish Government's medium-term financial framework for health and social care.</p> <p>A Finance workshop is being developed to highlight the issues and to try and generate sustainable solutions moving forward.</p>	<ul style="list-style-type: none"> • Review of reports to the Board to assess progress and report within our annual audit report.
<p>7 Value for money – reporting best value</p> <p>Orkney Integration Joint Board publishes an annual performance report as prescribed by the Public Bodies (Joint Working) (Scotland) Act 2014. The Board also has a duty to make arrangements to secure best value. However, the Orkney Integration Joint Board has not yet reported on its arrangements to secure best value.</p> <p>The performance report for 2019/20 should set out how the Orkney Integration Joint Board demonstrates that it is meeting its best value duties to ensure compliance with guidance and to demonstrate the delivery of best value to the residents of Orkney.</p>	<p>The performance report will an assessment of performance in relation to best value, including information about how the planning and delivery of services in pursuance of integration functions have contributed to securing best value.</p>	<ul style="list-style-type: none"> • Review and report on Orkney Integration Joint Board's best value arrangements and reporting of these.

Reporting arrangements

5. Audit reporting is the visible output for the annual audit. All annual audit plans and the outputs as detailed in [Exhibit 2](#), and any other outputs on matters of public interest will be published on our website: www.audit-scotland.gov.uk.

6. Matters arising from our audit will be reported on a timely basis and will include agreed action plans. Draft management reports will be issued to the relevant officer(s) to confirm factual accuracy.

7. We will provide an independent auditor's report to Orkney Integration Joint Board and the Accounts Commission setting out our opinions on the annual accounts. We will provide the Accountable Officer and the Accounts Commission with an annual report on the audit containing observations and recommendations on significant matters which have arisen during the audit.

Exhibit 2 2019/20 Audit outputs

Audit Output	Target date	Committee Date
Annual Audit Plan	31 March 2020	18 March 2020
Annual Audit Report including ISA 260 requirements	16 August 2020	26 August 2020
Signed Independent Auditor's Report	30 September 2020	27 August 2020

Source: Audit Scotland

Audit fee

8. The agreed audit fee for the 2019/20 audit of Orkney Integration Joint board is £26,560 (2018/19: £25,000). In determining the audit fee, we have taken account of the risk exposure of Orkney Integration Joint Board, the planned management assurances in place and the level of reliance we plan to take from the work of internal audit. Our audit approach assumes receipt of the unaudited annual accounts, with a complete working papers package on 26 June 2020.

9. Where our audit cannot proceed as planned through, for example, late receipt of unaudited annual accounts or being unable to take planned reliance from the work of internal audit, a supplementary fee may be levied. An additional fee may also be required in relation to any work or other significant exercises out with our planned audit activity.

Responsibilities

Audit Committee and Accountable Officer

10. Audited bodies have the primary responsibility for ensuring the proper financial stewardship of public funds, compliance with relevant legislation and establishing effective arrangements for governance, propriety and regularity that enable them to successfully deliver their objectives.

11. The audit of the annual accounts does not relieve management or the Audit Committee, as those charged with governance, of their responsibilities.

Appointed auditor

12. Our responsibilities as independent auditors are established by the Local Government (Scotland) Act 1973 and the Code of Audit Practice (including supplementary guidance) and guided by the Financial Reporting Council's Ethical Standard.

13. Auditors in the public sector give an independent opinion on the financial statements and other information within the annual accounts. We also review and report on the arrangements within the audited body to manage its performance, regularity and use of resources. In doing this, we aim to support improvement and accountability.

Audit scope and timing

Annual accounts

14. The annual accounts, which include the financial statements, will be the foundation and source for most of the audit work necessary to support our judgements and conclusions. We also consider the wider environment and challenges facing the public sector. Our audit approach includes:

- understanding the business of Orkney Integration Joint Board and the associated risks which could impact on the financial statements
- assessing the key systems of internal control, and establishing how weaknesses in these systems could impact on the financial statements
- identifying major transaction streams, balances and areas of estimation, and understanding how Orkney Integration Joint Board will include these in the financial statements
- assessing the risks of material misstatement in the financial statements
- determining the nature, timing and extent of audit procedures necessary to provide us with sufficient audit evidence as to whether the financial statements are free of material misstatement.

15. We will give an opinion on whether the financial statements:

- give a true and fair view of the state of affairs of Orkney Integration Joint Board as at 31 March 2020 and of the income and expenditure of Orkney Integration Joint Board for the year then ended;
- have been properly prepared in accordance with the financial reporting framework.



characteristics



responsibilities



principal activities



risks



governance arrangements

Statutory other information in the annual Accounts

16. We also review and report on statutory other information published within the annual accounts including the management commentary, annual governance statement and the remuneration report. We give an opinion on whether these have been compiled in accordance with the appropriate regulations and frameworks in our independent auditor's report.

17. We also read and consider any information in the annual accounts other than the financial statements and audited part of the remuneration report and report any uncorrected material misstatements.

Materiality

18. We apply the concept of materiality in planning and performing the audit. It is used in evaluating the effect of identified misstatements on the audit, and of any uncorrected misstatements, on the financial statements and in forming our opinions in the independent auditor's report.

19. We calculate materiality at different levels as described below. The calculated materiality values for Orkney Integration Joint Board are set out in [Exhibit 3](#).

Exhibit 3

Materiality values

Materiality	Amount
Planning materiality – This is the calculated figure we use in assessing the overall impact of audit adjustments on the financial statements. It has been set at 1% of gross expenditure based on the latest audited accounts for 2018/19.	£0.6 million
Performance materiality – This acts as a trigger point. If the aggregate of errors identified during the financial statements audit exceeds performance materiality this would indicate that further audit procedures should be considered. Using our professional judgement, we have calculated performance materiality at 50% of planning materiality.	£0.3 million
Reporting threshold (i.e., clearly trivial) – We are required to report to those charged with governance on all unadjusted misstatements more than the 'reporting threshold' amount. This has been calculated at 1% of planning materiality.	£0.006 million

Source: Audit Scotland

Timetable

20. To support the efficient use of resources it is critical that the annual accounts timetable is agreed with us to produce the unaudited accounts. We have included an agreed timetable at [Exhibit 4](#).

Exhibit 4

Annual accounts timetable

 Key stage	 Date
Consideration of unaudited annual report and accounts by those charged with governance	23 June 2020
Latest submission date of unaudited annual report and accounts with complete working papers package	26 June 2020
Latest date for final clearance meeting with Chief Finance Officer	24 July 2020
Agreement of audited unsigned annual report and accounts and issue of Annual Audit Report to those charged with governance	16 August 2020
Independent auditor's report signed	27 August 2020

Internal audit

21. Internal audit is provided by Scott Moncrieff. As part of our planning process we carry out an annual assessment of the internal audit function to ensure that it operates in accordance with the main requirements of the Public Sector Internal Audit Standards (PSIAS). We will report any significant findings to management on a timely basis.

Using the work of internal audit

22. Auditing standards require internal and external auditors to work closely together to make best use of available audit resources. We seek to rely on the work of internal audit wherever possible to avoid duplication. We plan to consider the findings of the work of internal audit to minimise duplication of effort and to ensure the total resource is used efficiently or effectively.

23. From our initial review of internal audit plans we plan to place formal reliance on internal audit work in the following areas:

- Budgeting
- Implementation of IJB Strategy

Audit dimensions

24. Our audit is based on four audit dimensions that frame the wider scope of public sector audit requirements as shown in [Exhibit 5](#).

Exhibit 5

Audit dimensions



Source: Code of Audit Practice

25. The appointed auditor's annual conclusions on these four dimensions will help contribute to an overall assessment and assurance on best value.

Financial sustainability

26. As auditors we consider the appropriateness of the use of the going concern basis of accounting as part of the annual audit. We will also comment on the body's financial sustainability in the longer term. We define this as medium term (two to five years) and longer term (longer than five years) sustainability. We will carry out work and conclude on:

- the effectiveness of financial planning in identifying and addressing risks to financial sustainability in the short, medium and long term
- the appropriateness and effectiveness of arrangements in place to address any identified funding gaps

- whether Orkney Integration Joint Board can demonstrate the affordability and effectiveness of funding and investment decisions it has made.

Financial management

27. Financial management is concerned with financial capacity, sound budgetary processes and whether the control environment and internal controls are operating effectively. We will review, conclude and report on:

- whether Orkney Integration Joint Board has arrangements in place to ensure systems of internal control are operating effectively
- whether Orkney Integration Joint Board can demonstrate the effectiveness of its budgetary control system in communicating accurate and timely financial performance
- how Orkney Integration Joint Board has assured itself that its financial capacity and skills are appropriate
- whether Orkney Integration Joint Board has established appropriate and effective arrangements for the prevention and detection of fraud and corruption.

Governance and transparency

28. Governance and transparency is concerned with the effectiveness of scrutiny and governance arrangements, leadership and decision-making and transparent reporting of financial and performance information. We will review, conclude and report on:

- whether Orkney Integration Joint Board can demonstrate that the governance arrangements in place are appropriate and operating effectively
- whether there is effective scrutiny, challenge and transparency on the decision-making and finance and performance reports
- the quality and timeliness of financial and performance reporting.

Value for money

29. Value for money refers to using resources effectively and continually improving services. We will review, conclude and report on whether:

- Orkney Integration Joint Board can provide evidence that it is demonstrating value for money in the use of its resources
- Orkney Integration Joint Board can demonstrate that there is a clear link between money spent, output and outcomes delivered
- Orkney Integration Joint Board can demonstrate that outcomes are improving
- there is sufficient focus on improvement and the pace of it.

Best Value

30. Integration Joint Boards have a statutory duty to make arrangements to secure best value. As part of our 2019/20 audit we will review and report on how the Orkney Integration Joint Board demonstrates that it is meeting the best value duty and their arrangements for doing this.

Independence and objectivity

31. Auditors appointed by the Accounts Commission or Auditor General must comply with the Code of Audit Practice and relevant supporting guidance. When auditing the financial statements auditors must also comply with professional standards issued by the Financial Reporting Council and those of the professional accountancy bodies. These standards impose stringent rules to ensure the independence and objectivity of auditors. Audit Scotland has robust arrangements in place to ensure compliance with these standards including an annual “fit and proper” declaration for all members of staff. The arrangements are overseen by the Director of Audit Services, who serves as Audit Scotland’s Ethics Partner.

32. The engagement lead for Orkney Integration Joint Board is Gillian Woolman, Audit Director. Auditing and ethical standards require the appointed auditor to communicate any relationships that may affect the independence and objectivity of audit staff. We are not aware of any such relationships pertaining to the audit of Orkney Integration Joint Board.

Quality control

33. International Standard on Quality Control (UK and Ireland) 1 (ISQC1) requires a system of quality control to be established, as part of financial audit procedures, to provide reasonable assurance that professional standards and regulatory and legal requirements are being complied with and that the independent auditor’s report or opinion is appropriate in the circumstances.

34. The foundation of our quality framework is our Audit Guide, which incorporates the application of professional auditing, quality and ethical standards and the Code of Audit Practice (and supporting guidance) issued by Audit Scotland and approved by the Auditor General for Scotland. To ensure that we achieve the required quality standards Audit Scotland conducts peer reviews and internal quality reviews. Additionally, the Institute of Chartered Accountants of Scotland (ICAS) has been commissioned to carry out external quality reviews.

35. As part of our commitment to quality and continuous improvement, Audit Scotland will periodically seek your views on the quality of our service provision. We welcome feedback at any time and this may be directed to the engagement lead.

Orkney Integration Joint Board

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