

| Ref | | Audit | Number of Days | Commentary |
|-----|-----------|--|----------------|---|
| 1. | Assurance | Annual Assessment of Internal Control and Governance | 10 | Prepare an annual assurance report for MIJB Management and MIJB Audit and Risk Committee summarising the work undertaken by Internal Audit during the year and forming an opinion on the adequacy of the MIJB's arrangements for risk management, governance and internal control for delegated resources. Test a sample of the key elements in the MIJB Code of Corporate Governance to determine whether these are operating effectively. This will be used to inform the MIJB's Annual Governance Statement. |
| 2. | Assurance | Workforce Development | 20 | Assess the MIJB's approach to workforce development to ensure people resources are in place to deliver redesigned services commissioned by the MIJB and their fit with strategic priorities for health and social care integration set out in the Strategic Plan to meet the needs of service users. Reliance will be placed on relevant work of partners' Internal Audit functions in NHS Lothian and Midlothian Council. |
| 3. | Assurance | Performance Management | 15 | Assess whether there is appropriate alignment of performance measures in the MIJB's Performance Management Framework to key priorities and outcomes of the Strategic Plan and validate the evidence of improvement of health and wellbeing within Midlothian through integrating health and social care services. Review and evaluate the source systems, data and processes to produce the annual performance report required by the Scottish Government. |

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| 4. | Other | Recommendations Follow Up Review | 10 | Undertake two reviews: The first will assess performance against closing Audit Actions by the agreed due date; and the second will include a sample check on the adequacy of new internal controls for Audit Actions flagged as closed. |
| 5. | Other | Administration of Audit Scotland Reports | 2 | Monitor publication of Audit Scotland reports and co-ordinate submission by Management of relevant Audit Scotland Reports to the MIJB Audit and Risk Committee / Board. |
| 6. | Other | Audit Committee Self-Assessment | 3 | Provide assistance to Chair in undertaking a self-assessment of the MIJB Audit and Risk Committee against the CIPFA best practice guidance. |
| 7. | Other | Attendance at Boards / Committees | 5 | Prepare for and attend MIJB Board / Audit and Risk Committee meetings. |
| 8. | Other | Audit Planning for 2020/21 | 5 | Renew risk assessment, develop and consult on proposed coverage within the MIJB Internal Audit Annual Plan 2020/21. |