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**To:** Renfrewshire Integration Joint Board Audit, Risk and Scrutiny Committee

**On:** 18 March 2022

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**Report by:** Chief Finance Officer

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**Heading:** Annual Audit Plan 2021/22

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**1. Summary**

- 1.1 The Annual Audit Plan 2021/22 for Renfrewshire Integration Joint Board is submitted for Members' information. The Plan outlines Audit Scotland's planned audit activities for the financial year 2021/22.
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**2. Recommendation**

The IJB Audit, Risk and Scrutiny Committee is asked to:

- Note the Audit Scotland 2021/22 Annual Audit Plan, attached at Appendix 1.
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**3. Background**

- 3.1 Audit Scotland's responsibilities, as independent auditor, are established by The Public Bodies (Joint Working) (Scotland) Act 2014, The Local Government (Scotland) Act 1973 and the Code of Audit Practice, and, guided by the auditing profession's ethical guidance.
- 3.2 Under the Local Government (Scotland) Act 1973, the Accounts Commission is responsible for appointing the external auditors of local government bodies including councils, joint boards and bodies falling within section 106 of the Act. The Public Bodies (Joint Working) (Scotland) Act 2014 specifies that Integration Joint Boards (IJBs) should be treated as if they were bodies falling within section 106 of the 1973 Act. In 2016 the Accounts Commission appointed Audit Scotland as the external auditor for Renfrewshire Integration Joint Board for the five year period from 2016 to 2021.
- 3.3 As members are fully aware Covid-19 has resulted in significant disruption for public bodies and to auditors of the public sector.
- 3.4 Due to this, the Auditor General for Scotland and the Accounts Commission for Scotland announced on 10 June 2020, an intention to extend the current audit appointments by one year in the first instance. The Accounts Commission has confirmed the one year extension. This extension would be through to the audit of the 2021/22 year, as detailed at point 10 within the appendix, and, as such, means that John Cornett of Audit Scotland will remain the auditor for Renfrewshire IJB throughout this period.

- 3.5 The current Code of Audit Practice, which was due to be renewed later this year, will apply to the extended appointments.
- 4. Audit Fee**
- 4.1 The proposed audit fee for the 2021/22 audit is £27,960 (2020/21: £27,330). This fee is consistent with the fees for all IJBs. In determining the audit fee, Audit Scotland take account of the risk exposure of the IJB, the planned management assurances in place and the level of reliance they plan to take from the work of internal audit.
- 4.2 Audit Scotland's fee assumes receipt of the unaudited financial statements by 30 June 2022 and covers the cost of planning, delivery, reporting and the auditor's attendance at committees.

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## Implications of the Report

1. **Financial** – The financial implications are detailed in section 3 of this report.
2. **HR & Organisational Development** – none
3. **Community Planning** – none
4. **Legal** – An audit opinion free from qualification demonstrates the IJB's compliance with the statutory accounting requirements set out in the Local Government (Scotland) Act 1973 and the Local Government in Scotland Act 2003.
5. **Property/Assets** – none
6. **Information Technology** – none
7. **Equality & Human Rights** – The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the IJB's website.
8. **Health & Safety** – none
9. **Procurement** – none
10. **Risk** – none
11. **Privacy Impact** – none.

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## List of Background Papers – None

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# Renfrewshire Integration Joint Board

Annual Audit Plan 2021/22



 AUDIT SCOTLAND

Prepared for Renfrewshire Integration Joint Board

18 March 2022



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# Contents

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Introduction	4
Financial statements audit planning	6
Audit dimensions and Best Value	9
Reporting arrangements, timetable, and audit fee	12
Other matters	14

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# Introduction

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## Summary of planned audit work

1. This document summarises the work plan for our 2021/22 external audit of Renfrewshire Integration Joint Board. The main elements of our work include:

- an audit of, and provision of an Independent Auditor's Report
- an audit opinion on regularity and other statutory information published within the annual accounts including the Management Commentary, the Remuneration Report and the Annual Governance Statement
- consideration of arrangements in relation to the audit dimensions: financial management, financial sustainability, governance and transparency and value for money that frame the wider scope of public sector audit
- consideration of Best Value arrangements.

## Impact of Covid-19

2. The coronavirus disease (Covid-19) pandemic has had a significant impact on public services and public finances, and the effects will be felt well into the future.

3. The Auditor General for Scotland, the Accounts Commission and Audit Scotland continue to assess the risks to public services and finances from Covid-19 across the full range of our audit work, including annual audits and the programme of performance audits. The well-being of audit teams and the delivery of high-quality audits remain paramount. Changes in our approach may be necessary and where this impacts on annual audits, revisions to this Annual Audit Plan may be required.

## Adding value

4. We aim to add value to Renfrewshire 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 will help Renfrewshire Integration Joint Board promote improved standards of governance, better management and decision making and more effective use of resources. Additionally, we attend meetings of the Audit, Risk and Scrutiny Committee and actively participate in discussions.

## Respective responsibilities of the auditor and Renfrewshire Integration Joint Board

5. The [Code of Audit Practice \(2016\)](#) sets out in detail the respective responsibilities of the auditor and Renfrewshire Integration Joint Board. Key responsibilities are summarised below.

## Auditor responsibilities

**6.** 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.

**7.** 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.

## Renfrewshire Integration Joint Board responsibilities

**8.** Renfrewshire Integration Joint Board is responsible for maintaining accounting records and preparing financial statements that give a true and fair view.

**9.** Also, Renfrewshire Integration Joint Board has 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 deliver their objectives.

## Managing the transition to 2022/23 audits

**10.** Audit appointments are usually for five years but were extended to six years due to Covid-19. 2021/22 is the final year of the current appointment and we will work closely with our successors to ensure a well-managed transition.

# Financial statements audit planning

## Materiality

**11.** Materiality is an expression of the relative significance of a matter in the context of the financial statements as a whole. We are required to plan our audit to determine with reasonable confidence whether the financial statements are free from material misstatement. The assessment of what is material is a matter of professional judgement over both the amount and the nature of the misstatement.

### Materiality levels for the 2021/22 audit

**12.** We assess materiality at different levels as described in [Exhibit 1](#). The materiality values for Renfrewshire Integration Joint Board are set out in [Exhibit 1](#).

## Exhibit 1

### 2021/22 Materiality levels for Renfrewshire Integration Joint Board

Materiality	Amount
<b>Planning materiality</b> – This is the figure we use to assess the overall impact of audit adjustments on the financial statements. It has been set at 1.25 per cent of gross expenditure for the year ended 31 March 2022 based on the latest audited financial statements for 2020/21.	£4.2 million
<b>Performance materiality</b> – 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 assessed performance materiality at 75% of planning materiality.	£3.1 million
<b>Reporting threshold (i.e. clearly trivial)</b> – We are required to report to those charged with governance on all unadjusted misstatements more than the 'reporting threshold' amount.	£0.2 million

Source: Audit Scotland



## Significant risks of material misstatement to the financial statements

**13.** Our risk assessment draws on our cumulative knowledge of Renfrewshire Integration Joint Board, its major transaction streams, key systems of internal control and risk management processes. Also, it is informed by our discussions with management, meetings with internal audit, attendance at committees and a review of supporting information.

**14.** Based on our risk assessment process, we identified the following significant risks of material misstatement to the financial statements. These are risks which have the greatest impact on our planned audit procedures. [Exhibit 2](#) summarises the nature of the risk, the sources of assurance from management arrangements and the further audit procedures we plan to perform to gain assurance over the risk.

### Exhibit 2

#### 2021/22 Significant risks of material misstatement to the financial statements

Significant risk of material misstatement	Sources of assurance	Planned audit response
<p><b>1. Risk of material misstatement due to fraud caused by the management override of controls</b></p> <p>As stated in International Standard on Auditing (UK) 240, management is in a unique position to perpetrate fraud because of management's ability to override controls that otherwise appear to be operating effectively.</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"> <li>• Gain written assurance from partner bodies' auditors over journal entries and testing the completeness, accuracy and allocation of income and expenditure.</li> <li>• We will assess any changes to the methods and underlying assumptions used to prepare accounting estimates compared to the prior year.</li> </ul>

Source: Audit Scotland

**15.** As set out in International Standard on Auditing (UK) 240: *The auditor's responsibilities relating to fraud in an audit of financial statement*, there is a presumed risk of fraud over the recognition of revenue. There is a risk that revenue may be misstated resulting in a material misstatement in the financial statements. We have rebutted this risk for Renfrewshire Integration Joint Board as the only source of income for the Integration Joint Board is funding from the partner bodies (Renfrewshire Council and NHS Greater Glasgow and Clyde) and there is limited scope for manipulation.

**16.** In line with Practice Note 10: *Audit of financial statements and regularity of public sector bodies in the United Kingdom*, as most public-sector bodies are net spending bodies, the risk of material misstatement due to fraud related to expenditure recognition may in some cases be greater than the risk relating to revenue recognition. We have rebutted this risk for Renfrewshire Integration Joint Board as the Integration Joint Board does not directly incur expenditure or employ staff (other than appointing the Chief Officer and Chief Financial Officer). All expenditure for the Integration Joint Board is incurred and processed by its partner bodies. Details of actual expenditure are provided from the partner bodies and there is limited scope for the Integration Joint Board to manipulate this.

**17.** We have not, therefore, incorporated specific work into our audit plan in these areas over and above our standard audit procedures.

### **Audit risk assessment process**

**18.** Audit risk assessment is an iterative and dynamic process. Our assessment of risks set out in this plan may change as more information and evidence becomes available during the progress of the audit. Where such changes occur, we will advise management and where relevant, report them to those charged with governance.

# Audit dimensions and Best Value

## Introduction

19. The [Code of Audit Practice](#) sets out the four dimensions that frame the wider scope of public sector audit. The Code of Audit Practice requires auditors to consider the adequacy of the arrangements in place for the audit dimensions in audited bodies.

## Audit dimensions

20. The four dimensions that frame our audit work are shown in [Exhibit 3](#).

### Exhibit 3

#### Audit dimensions



Source: Code of Audit Practice

21. In summary, the four dimensions cover the following:

**Financial management** – financial management is concerned with financial capacity, sound budgetary processes and whether the control environment and internal controls are operating effectively.

**Financial sustainability** – 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 financial sustainability in the longer term. We define this as medium term (two to five years) and longer term (longer than five years).

**Governance and transparency** – 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.

**Value for money** – value for money refers to using resources effectively and continually improving services.

## Best Value

**22.** The Best Value work planned this year will focus on Renfrewshire Integration Joint Board's own self-evaluation work for achieving Best Value. Our findings will be reported through our Annual Audit Report.

## Audit dimension risks

**23.** We have identified audit risks in the areas set out in [Exhibit 4](#). This exhibit sets out the risks, sources of assurance from management arrangements and the further audit procedures we plan to perform to gain assurances over the risks.

### Exhibit 4

#### 2021/22 Audit dimension risks

Description of risk	Sources of assurance	Planned audit response
<p><b>1. Financial Sustainability</b></p> <p>The IJB's final operational position as at the 31 March 2021 was a net operational underspend of £8.1 million.</p> <p>Although this is largely attributed to the impact Covid-19 had on the IJB's operational services including: challenges in recruiting to key posts; a reduction in the number of Older People's Care Home admissions; and reductions in prescribing costs, all of which contributed to the in-year underspend.</p> <p>Over the next few years projections for the period 2021/22 to 2025/26 highlight a potential budget gap within a range of £46.5 million to £69.2</p>	<p>A refreshed financial planning process was agreed by the HSCP SMT in August 2021, for savings to be delivered in 2022/23 and beyond, building on improvement opportunities identified from previous years. The updated process includes extended timescales for proposal development and full testing of ideas, increased oversight from SMT and visibility of agreed savings through a financial benefits management tracker, and increased support for Heads of Service to enable early course correction or risk</p>	<p>We will review and assess:</p> <ul style="list-style-type: none"> <li>Financial reports and papers such as budget monitoring reports, the 2021/22 budget, financial plans, savings plans and financial outlook papers.</li> <li>Assumptions and judgements in financial reports and papers for reasonableness.</li> </ul>

Description of risk	Sources of assurance	Planned audit response
million. The IJB will therefore require to deliver a significant level of savings in order to deliver a balanced budget, as the estimated level of future funding increases are unlikely to match increasing demands on services and costs.	<p>management, where required.</p> <p>An updated MTFP will be submitted to the March IJB. This MTFP is aligned to the new Strategic Plan covering a 3 year period from 22/23. The MTFP highlights the main financial issues / pressures and risks for the IJB over this period and highlights the projected gross budget gap (between a range) for that period.</p>	

Source: Audit Scotland

# Reporting arrangements, timetable, and audit fee

## Reporting arrangements

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

**25.** 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 officers to confirm factual accuracy.

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

**27.** Covid-19 has had a considerable impact on the conduct and timeliness of the audit. We recognise that it is in the best interests of public accountability to get the reporting of audited accounts back to pre-pandemic timelines. To this end, 2021/22 is a transition year with the reporting deadline brought forward by one month relative to the two prior years. We are identifying ways to work more efficiently to expedite the 2021/22 audits whilst at the same time maintaining high standards of quality.

**28.** [Exhibit 5](#) outlines the target dates for our audit outputs. Due to pressures associated with the Covid-19 pandemic we have agreed an audit timetable consistent with the prior year. This means that we will not meet the Audit Planning Guidance deadline of 31 October 2022.

## Exhibit 5 2020/21 Audit outputs

Audit Output	Target date	Audit, Risk and Scrutiny Committee date
Annual Audit Plan	11 March 2022	18 March 2022
Independent Auditor's Report	31 October 2022	TBC

Audit Output	Target date	Audit, Risk and Scrutiny Committee date
Annual Audit Report	31 October 2022	TBC

Source: Audit Scotland

## Audit fee

**29.** The agreed audit fee for the 2021/22 audit of Renfrewshire Integration Joint Board is £27,960 (2020/21: £27,330). In determining the audit fee, we have taken account of the risk exposure of the Renfrewshire Integration Joint Board and the planned management assurances in place.

**30.** Where our audit cannot proceed as planned through, for example, late receipt of unaudited annual report and accounts or the absence of adequate supporting working papers 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.

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# Other matters

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## Internal audit

**31.** From our initial review of the internal audit plans, we do not plan to place formal reliance on internal audit's work for our financial statements' responsibilities. We do plan to consider the findings of Internal Audit work undertaken during the year.

## Independence and objectivity

**32.** Auditors appointed by the Auditor General for Scotland or Accounts Commission 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.

**33.** The engagement lead (i.e. appointed auditor) for Renfrewshire Integration Joint Board is John Cornett, 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 Renfrewshire Integration Joint Board.

## Quality control

**34.** International Standard on Quality Control (UK) 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.

**35.** 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) have been commissioned to carry out external quality reviews.

**36.** 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.

# Renfrewshire Integration Joint Board

## Annual Audit Plan 2021/22

Audit Scotland's published material is available for download on the website in a number of formats. For information on our accessibility principles, please visit:

[www.audit-scotland.gov.uk/accessibility](http://www.audit-scotland.gov.uk/accessibility)

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