



south ayrshire
health & social care
partnership

South Ayrshire Health and Social Care
Partnership

PERFORMANCE AND AUDIT COMMITTEE

Terms of Reference



SOUTH AYRSHIRE HEALTH AND SOCIAL CARE PARTNERSHIP PERFORMANCE AND AUDIT COMMITTEE TERMS OF REFERENCE

1. Context

The Performance and Audit Committee is identified as a Committee of the Integration Joint Board (IJB). The approved Terms of Reference and information on the composition and frequency of the Committee will be considered as an integral part of the Standing Orders. The Committee will be a Standing Committee of the IJB.

The Financial Regulations for the IJB were approved by the Integration Joint Board on 28 October 2015. Section 5.5 of the Financial Regulations outlines that the annual IJB Audit Report and Chief Internal Auditor's opinion for the IJB will also be reported to the Audit Committee of NHS Ayrshire and Arran and the Audit and Governance Panel of South Ayrshire Council.

The IJB shall appoint the Committee. At least four Committee members must be IJB voting members and should be drawn from both Council and Health Board appointees.

The Committee may at its discretion set up working groups for review work. Membership of working groups 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.

2. Name

The name of the group will be the Performance and Audit Committee.

3. Remit

Essentially the Performance and Audit Committee will be concerned primarily with:

Performance/Best Value

Preparation and implementation of the strategy for Performance Review:

- Ensure that the Chief Officer establishes and implements satisfactory arrangements for reviewing and appraising service performance against set objectives, levels and standards of service including receipt of regular reports on these and to review progress against the outcomes in the Strategic Plan;
- Act as a focus for Best Value and performance initiatives; and
- Monitor the performance of the Partnership towards achieving its policy objectives and priorities in relation to all functions of the IJB.

Governance

Review and approve the annual Internal Audit Plan on behalf of the IJB, receive reports and oversee and review progress on actions taken on audit recommendations and report to the IJB on these as appropriate.

- Receive monitoring reports on the activity of Internal Audit;
- Consider External Audit Plans and reports (including annual audit certificate / annual report), matters arising from these and management actions identified in response;

- Review risk management arrangements and receive regular risk management updates and reports; and
- Ensure existence of and compliance with an appropriate Risk Management Strategy.

Audit

Consider annual financial accounts and related matters before submission to and approval by the IJB; and

- Be responsible for setting its own work programme which will include the right to undertake reviews following input from the IJB, other IJB Committees and the Chief Officer, Chief Financial Officer and/or Chief Internal Auditor.

Standards

Promote the highest standards of conduct and professional behaviour by IJB members in line with The Ethical Standards and Public Life etc (Scotland) Act 2000;

- Assist IJB Members in observing the relevant Codes of Conduct and;
- Monitor and keep under review the Codes of Conduct maintained by the IJB.

4. Purpose of Performance and Audit Committee

Essentially the Performance and Audit Committee will review the overall internal control arrangements of the IJB and make recommendations to the Board.

5. Membership

The membership of the Performance and Audit Committee will include representation from:

| Attendee | Designation | Email |
|---|---|--|
| Cllr Cameron Ramsay – Chair - Voting Member | Elected Member – South Ayrshire Council | cameron.ramsay@south-ayrshire.gov.uk |
| Cllr Hugh Hunter – Voting Member | Elected Member – South Ayrshire Council | hugh.hunter@south-ayrshire.gov.uk |
| Ewing Hope – Voting Member | Non-Executive Director - NHS | ewing.hope@aapct.scot.nhs.uk |
| Sharon Morrow – Voting Member | NHS Non-Executive Board Member | sharon.morrow3@aapct.scot.nhs.uk |
| Martin Rogan | Carers Representative (non voting member) | Martin.Rogan@aapct.scot.nhs.uk |
| Mark Inglis | Director of Health and Social Care | Mark.Inglis@south-ayrshire.gov.uk |
| Lisa Duncan | Chief Finance Officer | Lisa.Duncan2@south-ayrshire.gov.uk |

| | | |
|-----------------------|---|--|
| Cecilia McGhee | Chief Internal Auditor | cecilia.mcghee2@south-ayrshire.gov.uk |
| Catriona Caves | Standards Officer | Catriona.Caves@south-ayrshire.gov.uk |
| Billy Cooper | SAC Staff Side Representative Member | Billy.Cooper@south-ayrshire.gov.uk |
| Frances Ewan | NHS Staff Side Representative | Frances.ewan@aapct.scot.nhs.uk |
| Stewart Marshall | Head of Community Health and Care Services | Stewart.Marshall@aapct.scot.nhs.uk |
| Gary Hoey | Head of Children's Health, Care and Justice Services | Gary.Hoey@south-ayrshire.gov.uk |
| Jackie Hamilton | Interim Chief Social Work Officer | Jackie.hamilton@south-ayrshire.gov.uk |
| Sheila Tyeson | Senior Manager, Planning, Performance and Commissioning, HSCP | Sheila.Tyeson@south-ayrshire.gov.uk |
| TBC | Planning & Performance Co-ordinator | TBC |
| Fiona Mitchell-Knight | Audit Scotland | FMitchell-Knight@audit-scotland.gov.uk |
| Pamela Morrison | Audit Scotland | pmorrison@audit.scot |
| Angus Brown | Audit Scotland | ABrown@audit-scotland.gov.uk |

All queries for members should be directed to HSCPGovernance@south-ayrshire.gov.uk

6. Quorate

Three Members of the Committee will constitute a quorum, including at least 2 voting members.

7. Chairperson

The Chair of the Committee will be a voting Member nominated by the IJB, noting that the Chair of the IJB cannot also chair the Performance and Audit Committee.

8. Deputies

The Chief Officer, Chief Finance Officer, Chief Internal Auditor and other professional advisors or their nominated representatives will normally attend meetings. Other persons shall attend meetings at the invitation of the Committee.

The external auditor will attend at least one meeting per annum.

9. Frequency of meetings

The Committee will meet four times a year.

The External Auditor or Chief Internal Auditor may request a meeting if they consider that one is necessary.

10. Terms of office

Generally, members will be nominated from other organisations and groups and it will be their prerogative in the first instance who their representative is and how long they should serve.

As a matter of good practice, it can be helpful to have the insights of new members, notwithstanding the need for continuity.

Consequently, it may be helpful if 'feeder' organisations and groups organise Representation to allow for regular refreshing of membership.

Individual members will be representing stakeholder groups – 'constituent groups', structures and organisations, professions, or localities.

Group/Meeting Members will ensure good communication between the Performance and Audit Committee and the area/organisation/profession/locality they represent.

Group Members will table issues arising from their own 'constituency' discussions at the Performance and Audit Committee and will bring appropriate issues from the Performance and Audit Committee to their own group.

11. Co – option

The Performance and Audit Committee will co – opt additional members for pieces of work as appropriate.

12. Link to IJB

The chair of the Performance and Audit Committee will ensure regular reporting into the Integration Joint Board.

13. Reporting to Integrated Joint Board or other Governance meetings

The Performance and Audit Committee will provide a formal, regular report to IJB meetings.

The IJB may request a particular view from the group for specific work areas and developments.

14. Link to Locality Planning (not relevant)

15. Link to other groups (not relevant)

16. Joint meetings (not relevant)

17. Expenses

The Health and Social Care Partnership will reimburse all reasonable expenses associated with members attending meetings of the Performance and Audit Committee.

18. Support for the Group

The Director of HSCP will ensure adequate officer support for the group, including appropriate secretarial support.

19. Review of Terms of Reference

This Terms of Reference will be reviewed no less than two-yearly or following a change in Office Bearers/Voting Members or other requested change.

DRAFT

| Version | Detail of Change | Advised By | Date Agreed | Review due date |
|-------------------------------------|--|------------------------|------------------------|-----------------|
| Original TOR (November 2023) | | | | |
| Version 1 (v.1) | Agreed standard template implemented with changes to be advised post meeting (no changes notified). | R Graham | Feb-24 | Jan-25 |
| Version 2 (v.2) | Updates as highlighted and as submitted to PAC 03/02/2026 following agreement of membership at 10/09/2025 IJB meeting. | S Tyeson 20/08/2025 | TBA PAC 03/02/2026. | Feb-28 |