

MINUTE of MEETING of the **ANGUS HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** held in the Committee Room, Town and County Hall, Forfar, on Wednesday 10 January 2018 at 12.40pm.

Present: Members of Audit Committee

ALISON ROGERS, Non Executive Board Member
PETER BURKE, Carers Representative
JIM FOULIS, Associate Nurse Director
BARBARA TUCKER, Staff Representative

Advisory Officers

SANDY BERRY, Chief Finance Officer
VICKY IRONS, Chief Officer
DAVID THOMPSON, Principal Solicitor – Place Directorate, Angus Council

Also in Attendance

TONY GASKIN, Chief Internal Auditor, Fife, Tayside & Forth Valley Audit and Management Services (FTF)
GILLIAN WOOLMAN, Assistant Director, Audit Scotland
Councillor JULIE BELL, Angus Council - Observer

ALISON ROGERS, in the Chair

1. APOLOGIES

An apology for absence was intimated on behalf of David Barrowman, Service User Representative.

2. DECLARATIONS OF INTEREST

Gillian Woolman, Assistant Director, Audit Scotland declared an interest in Agenda Item No 5 in that Audit Scotland were also the appointed auditors for NHS Tayside.

3. MINUTE OF PREVIOUS MEETING

The minute of the previous meeting of 30 August 2017 was submitted and approved as a correct record.

With reference to Article 3 of the minute of meeting of this Committee of 30 August 2017, the following amendment, shown in italics in respect of Item 6, Report IJB 39/17 Internal Audit Review of Financial Management (Adult Services) should read:-

“Attached as an Appendix to the Report was the Financial Management report, *services provided by Angus Council* and compiled by Angus Integration Joint Board’s (IJB) Internal Auditors which reflected their views of Angus IJB’s Financial Management of Adult Services”.

4. GOVERNANCE UPDATE

The Audit Committee noted that the routine Governance report had not been provided to the meeting.

The Chief Finance Officer provided a verbal update and indicated that in terms of concluding governance issues, limited issues had been fully resolved with most issues still being progressed. The issues included those listed in the 2016/17 Governance Statement and issues arising from previous Internal Audit Reports, the 2016/17 Annual Internal Report and the 2016/17 External Auditors Annual Report. He indicated that a governance update would be provided to the next Audit Committee.

The Committee agreed to note that a Governance Update would be brought to the next meeting of the Audit Committee in April 2018.

5. SHARING OF AUDIT OUTPUTS PROTOCOL

With reference to Article 4 of the minute of meeting of this Committee of 30 August 2017, there was submitted Report No IJB 1/18 by the Chief Finance Officer presenting an update on Internal Audit Output Sharing Protocols.

The Report indicated that NHS Tayside Audit Committee at its meeting on 24 August 2017 had agreed to adopt consistent proposals to ensure that IJB Auditors were granted the same rights of access as Health Board auditors when conducting audits.

Angus Council's Policy and Resources Committee at its meeting on 28 November 2017, Report 417/17 refers, considered rights of access and agreed that Angus IJB's Internal Auditors (Fife, Tayside and Forth Valley Management Services) should have equal access to all Angus Council employees, premises, systems and information as Angus Council's own Internal Auditors.

A Report on Sharing of Audit Outputs Protocol would be considered by Angus Council's Scrutiny and Audit Committee in January 2018.

Having heard from the Chief Finance Officer, the Audit Committee agreed:-

- (i) to note the update provided; and
- (ii) to note a further update will be provided to the next meeting of the Audit Committee in April 2018.

6. 2017/18 INTERNAL AUDIT PLAN – PROGRESS UPDATE

With reference to Article 4 of the minute of meeting of this Committee of 30 August 2017, there was submitted Report No IJB 2/18 by the Chief Finance Officer setting out progress towards delivery of the 2017/18 Internal Audit Plan.

Appendix 1 to the Report was Angus Integration Joint Board's Internal Auditor's progress report on the 2017/18 Internal Audit Plan.

The Chief Internal Auditor highlighted a minor amendment to Appendix 1a of the Report. He confirmed that in terms of Audit AN05-18 in respect of Clinical, Care and Professional Governance, the draft had not been issued. The Chief Internal Auditor also noted an assignment plan for the Capacity audit would be issued shortly

Having heard from the Chief Internal Auditor, the Audit Committee agreed to note the contents of the provisional Internal Audit Progress Report.

7. 2017/18 EXTERNAL AUDIT ANNUAL AUDIT PLAN

With reference to Article 6 of the minute of meeting of this Committee of 19 April 2017, there was submitted Report No IJB 3/18 by the Chief Finance Officer providing members with information regarding the 2017/18 External Audit Annual Audit Plan.

The Report indicated that Angus Integration Joint Board were required to produce a set of Financial Accounts. These Accounts were produced in accordance with updated guidance from IRAG (Integrated Resources Advisory Group) and LASAAC (The Local Authority Scotland Accounts Advisory Group).

As the accounts were being produced in accordance with Local Authority accounting principles, so the national position had been determined that the External Audit of the IJB's accounts would be undertaken by the relevant Local Authority's existing External Auditor. For Angus IJB and Angus Council this was Audit Scotland.

Angus IJB's External Auditor had now produced an Annual Audit Plan for 2017/18, attached as Appendix 1 to the Report. The Audit would be undertaken to meet statutory reporting requirements and timescales as set out in Exhibit 4 of the attached Appendix. In order to meet these timescales, the Audit Committee would require to approve the unaudited accounts on 27 June 2018 and agree the audited accounts on 29 August 2018.

Gillian Woolman, Assistant Director, Audit Scotland provided an overview and update in relation to the External Audit Annual Audit Plan for 2017/18.

Following discussion where members questions were answered in relation to 2017/18 audit fee, the Audit Committee agreed:-

- (i) to note the contents of the External Audit Annual Audit Plan, attached as an Appendix to the Report; and
- (ii) to approve the new 2017/18 audit fee.

8. EXTERNAL REPORTS

There was submitted Report No IJB 4/18 by the Chief Finance Officer providing members with an update regarding external and national reports, which were of interest to the Audit Committee.

The Report indicated that on a regular basis, reports were published by external bodies that were relevant and useful to Angus IJB. As part of the 2016/17 External Audit process, Audit Scotland particularly recommended that Angus IJB consider the relevant Audit Scotland reports on a regular basis.

The principle associated with Audit Scotland reports was extended to other relevant reports. The Report highlighted reports of relevance, but also noted specific issues or potential actions that could emanate from these reports.

Attached as Appendix 1 to the Report was an extract of a report "Checklist for NHS Non Executive Directors" published as part of the Audit Scotland "NHS in Scotland 2017" Report.

The Chief Finance Officer provided an update and overview of the Report, and in particular highlighted and recommended the use of the checklist for Councillors and Board members.

Following discussion and having heard from some members, the Audit Committee agreed:-

- (i) to note the publication of the Reports as outlined in Section 2 of the Report;
- (ii) to request the Integration Joint Board management team complete the checklist for Councillors and Board members and subsequently issue the response to the Audit Committee no later than the end of February 2018;
- (iii) to further consider the use of the checklist on a regular basis; and
- (iv) to request the Chief Officer provide an update report to the next available Integration Joint Board in relation to the Communication, Participation and Engagement Strategy.

9. DATE OF NEXT MEETING

The Audit Committee noted that the next meeting would take place on Wednesday 18 April 2018 at 12.30pm in the Committee Room, Town and County Hall, Forfar.

10. AOCB

Alison Rogers, Chair intimated that the Audit Committee would require to appoint a new Chair by 18 April 2018.