

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 18 April 2018 at 12.30pm.

Present: Members of Audit Committee

Councillor JULIE BELL, Angus Council
DAVID BARROWMAN, Service User Representative
PETER BURKE, Carers Representative

Advisory Officers

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

Also in Attendance

JUDITH TRIEBS, Principal Auditor – Internal Audit NHS Fife
MARY O' CONNOR, Senior Auditor, Audit Scotland
Councillor JULIE BELL, Angus Council - Observer

Councillor Julie Bell, in the Chair

1. APPOINTMENT OF CHAIR

The Committee agreed to appoint Councillor Julie Bell as Chair of the Audit Committee. Introductions also took place.

2. APOLOGIES

Apologies for absence were intimated on behalf of Jim Foulis, Associate Nurse Director and Barbara Tucker, Staff Representative.

3. DECLARATIONS OF INTEREST

There were no declarations of interest made.

4. MINUTE OF PREVIOUS MEETING

The minute of the previous meeting of 10 January 2017 was submitted and approved as a correct record.

5. SHARING OF AUDIT OUTPUTS PROTOCOL UPDATE

With reference to Article 5 of the minute of meeting of this Committee of 10 January 2018, there was submitted Report No IJB 33/18 by the Chief Finance Officer presenting an update on Audit Output Sharing Protocols.

The Report indicated that the overall "Sharing of Audit Outputs Protocol" had been approved by Angus Integration Joint Board, Angus Council and NHS Tayside.

The Audit Committee agreed to note the update provided.

6. CHECKLIST FOR AUDIT COMMITTEE MEMBERS

With reference to Article 8 of the minute of meeting of this Committee of 10 January 2018, there was submitted Report No IJB 34/18 by the Chief Finance Officer presenting an update on the self-assessment exercise undertaken within the Integration Joint Board (IJB) based on the October 2017 Audit Scotland "Checklist for Councillors and Board Members" (as included in the NHS in Scotland 2017) Audit Scotland report.

The Report indicated that the January Audit Committee considered the attached assessment as part of the overall consideration of relevant external reports. It was felt completion of the assessment, whilst not mandatory, would be helpful. It was agreed in doing this that the self-assessment would be completed by the Integration Joint Board's management team.

In terms of some broad observations from the assessment, updates were provided in terms of Finance, Performance, Service Reform, Service Reform – Workforce Planning and Services Report – Engagement.

Generally, whilst there were areas for improvement, many of these could be reported through reports provided to the main Integration Joint Board. It was recommended that actions from the self-assessment were taken forward through the IJB's Executive Management Team to develop future reports to the main IJB specifically developing longer term financial planning, prospective performance reporting and longer term workforce planning.

The Chief Finance Officer provided an update and indicated that the IJB's Internal Auditors would take the contents of the self-assessment into account when developing their year end reviews of the Integration Joint Board.

Following discussion where members concerns were raised in terms of the financial health pressures facing the Board, public engagement and awareness and having heard from the Chief Officer and Chief Finance Officer, the Audit Committee agreed: -

- (i) to note the self-assessment;
- (ii) to highlight to the Integration Joint Board Executive Management Team the following specific actions they wished to see developed in future work:-
 - (a) to ensure that financial planning covered multi-year periods and demonstrated how the Integration Joint Board could achieve financial balance;
 - (b) to request that the Integration Joint Board's performance reporting increasingly consider how future performance could be improved; and
 - (c) to request that future Workforce Plans cover longer timelines than the current plan.

7. GOVERNANCE UPDATE

With reference to Article 4 of the minute of meeting of this Committee of 10 January 2018, there was submitted Report No IJB 35/18 by the Chief Finance Officer providing a brief update in terms of governance issues.

The Report indicated that the Integration Joint Board periodically was required to respond to governance related issues including issues raised in the annual Governance Statement, and issues emanating from Internal Audit and External Audit Reports. These issues would be more comprehensively assessed as part of the annual accounts process and would be reflected in papers provided to the June 2018 Audit Committee meeting.

The current status highlighted that the Integration Joint Board continued to liaise with the Integration Joint Board's Internal Auditors to conclude the 2017/18 Internal Audits; and that the Integration Joint Board had provided interim feedback to the External Auditors regarding actions from the 2016/17 External Audit Annual Audit Report, attached as Appendix 1 to the Report.

The Chief Finance Officer provided an update and following discussion, the Audit Committee agreed to note the update provided.

8. 2017/18 INTERNAL AUDIT PLAN – PROGRESS UPDATE

With reference to Article 6 of the minute of meeting of this Committee of 10 January 2018, there was submitted Report No IJB 36/18 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 provisional Internal Auditor's progress report on the 2017/18 Internal Audit Plan. An equivalent report would be produced routinely for all Audit Committee meetings describing progress with Internal Audit Plans.

The Chief Finance Officer intimated that the Risk Management and Clinical, Care and Professional Governance Audits were not completed but anticipated that these would be finalised by the end of April 2018.

The Principal Auditor also indicated that it would be realistic for the Annual Internal Audit Report to be submitted for consideration at the next meeting of this Committee.

The Audit Committee agreed to note the contents of the provisional Internal Audit Progress Report.

9. EXTERNAL REPORTS

With reference to Article 8 of the minute of meeting of this Committee of 10 January 2018, there was submitted Report No IJB 37/18 by the Chief Finance Officer providing members with an update regarding external, often 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 Integration Joint Board. As part of the 2016/17 External Audit process, Audit Scotland particularly recommended that Angus Integration Joint Board 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. The list of reports covered the period from January 2018 to early April 2018.

The Chief Officer also highlighted that Audit Scotland had confirmed that they would be visiting Angus in May 2018 to learn more about the progress being made in relation to the Angus Care Model.

The Audit Committee agreed to note the publication of the Reports as outlined in Section 2 of the Report.

10. AOCB

The Chair on behalf of the Audit Committee intimated thanks to Alison Rogers, the former Chair, for her valued contribution and commitment to the Audit Committee.