

Angus Integration Joint Board: Internal Audit Reports - Follow-up Action

Appendix 1 (cont.)

IJB Audit Report	Rec. Ref.	Recommendation	Priority	Management Response / Action	Action by	Due Date	Status at Audit Committees			Status - Comment
							Dec-18	Apr-19	Jun-19	
AN06/18	2	All AHSCP Groups/forums should have a Terms of Reference. A template covering the key headings should be included in the guidance notes in recommendation 1, to ensure consistency across all groups.	3	The IJB will develop a Terms of Reference template covering the key headings and accompanying guidance. This will be included in the guidance notes in recommendation 1.	Imp. & Dev. Lead	Dec. 2018	N/A	Complete	Complete	Guidance now in circulation and being implemented.
AN06/18	3	SMART action plans should be completed after meetings. A template to be included in the guidance notes in recommendation 1.	2	The guidance referred to in recommendation 1 will include reference to the need for SMART action plans for all groups after the meeting.	Imp. & Dev. Lead	Dec. 2018	N/A	Complete	Complete	Guidance now in circulation and being implemented.
AN06/18	4	The guidance referred to in recommendation 1 above should require the Committee to which these groups report to consider whether they should prepare an annual work plan for approval by the parent Committee.	3	The guidance referred to in recommendation 1 will include the need for annual work plans to be considered for submission to parent Committees where an existing system to achieve this is not already in place.	Imp. & Dev. Lead	Dec. 2018	N/A	Complete	Complete	Guidance now in circulation and being implemented.
AN06/18	5	The guidance referred to in recommendation 1 above should require the Committee to which these groups report to consider whether they should prepare an annual report for presentation to the parent Committee, providing assurance that the group has fulfilled its remit and noting any actions required.	3	The guidance referred to in recommendation 1 will include reference to the consideration of annual reports being submitted to parent Committees, providing assurance that the group remit has been fulfilled.	Imp. & Dev. Lead	Dec. 2018	N/A	Complete	Complete	Guidance now in circulation and being implemented.
AN06/19 Workforce Optimisation	1	Actions in the AHSCP workforce plan should be SMART to ensure that actions are specific, measurable and have a timeframe to be completed by and are allocated to a named person.	2	Agreed – Future iterations of the IJB’s workforce plan will have SMART actions. And these will be reported to the IJB’s EMT and Board as required.	Head of Mental Health Services	Mar. 2019	N/A	N/A	Complete	Updated workforce action plan complete with SMART actions. Will go to EMT and Board as required.
AN06/19	2	Monitoring/highlight reports on the actions in the workforce plan should be a standing item on the agenda for the Executive Management Team.	2	Agreed	Head of Mental Health Services	Mar. 2019	N/A	N/A	Ongoing	Plan described above will go to EMT as a standing item. Reporting to EMT may revert to bi-monthly in due course.
AN06/19	3	The Council’s Schools and Learning service should consider the possibility of inviting the independent care sector in Angus to school career events.	4	Agreed – the IJB will progress this with colleagues in Angus Council	Head of Mental Health Services	Mar. 2019	N/A	N/A	Ongoing	New Workforce Support in Improvement and Development Team will now make links with Schools and Learning (Angus Council).

AN06/19	4	The HR sections of Angus Council and the NHS should ensure that the action for the joint employer protocol is progressed as a matter of urgency, with a new completion date and monitored until completion.	2	<ul style="list-style-type: none"> While there remains a lack of clarity regarding this issue, it is a matter that transcends Angus IJB as one Partner (NHS Tayside) needs to work on pan-Tayside basis. The IJB will seek further clarity from HR departments progress with pilot being developed in Perth & Kinross. 	Head of Mental Health Services	Feb. 2019	N/A	N/A	Complete	IJB raised issue with Perth & Kinross IJB. No further local action planned.
AN06/19	5	AHSCP officers, together with the HR sections of Angus Council and NHS Tayside, should review methods of employing apprentices in future, in order to achieve Best Value for the IJB. Achieving Best Value for the IJB should be a key consideration in the recruitment process for all posts.	2	There is no flexibility to vary the rate of pay offered by NHS Tayside for apprenticeships. NHS Tayside must comply with the requirements of NHS Circular PCS (AFC) 2016/4 to achieve the National Living Wage for all employees. Consequently the IJB will ask Angus Council and NHS Tayside to document a short protocol regarding the routes through which Angus IJB should recruit apprentices in various circumstances.	Head of Mental Health Services	Sept. 2019	N/A	N/A	Ongoing	Work still progressing.
AN06/19	6	The HR sections of Angus Council and NHS Tayside should review their current recruitment processes for the AHSCP and investigate the feasibility of integration, with one recruitment process for each position.	3	Agreed – Angus IJB will request the HR Services of Angus Council and NHS Tayside work to develop this.	Head of Mental Health Services	Feb. 2019	N/A	N/A	Complete	IJB raised issue with partner HR departments. No further local action planned.
AN06/19	7	AHSCP officers, and HR officers in Angus Council and NHS Tayside, need to raise the issue of transferability of staff between sectors with the relevant national policy makers at every opportunity, and attempt to influence changes in this regard.	2	Agreed – Angus IJB will flag this audit finding to NHS Tayside's Medical and Nursing Director and Angus Council's Chief Social Work Officer and ask them to, where possible, be considered in national forums.	Head of Mental Health Services	Feb. 2019	N/A	N/A	Complete	IJB raised this with both Partners and both partners agreed to raise with national forums available to them. No further local action planned.