



**ANGUS HEALTH AND SOCIAL CARE**

**INTEGRATION JOINT BOARD AUDIT COMMITTEE – 11 DECEMBER 2019**

**INTERNAL AUDIT REPORTS - FOLLOW UP ACTIONS**

**REPORT BY ALEXANDER BERRY, CHIEF FINANCE OFFICER**

**ABSTRACT**

The aim of this paper is to update the Audit Committee regarding the IJB's progress with meeting the recommendations of Internal Audit reports.

**1. RECOMMENDATION**

It is recommended that the Integration Joint Board Audit Committee note the report and the progress made to date in terms of delivering the planned response.

**2. BACKGROUND**

2.1 On a regular basis the IJB's Audit Committee receives Internal Audit Final reports setting out the findings of agreed Internal Audits. Many of these reports have recommendations for improvements contained within them and the final versions of reports will have agreed "management responses" to those recommendations of the Internal Auditors. All "management responses" will have time lines and associated lead officers.

Previously the IJB's Audit Committee has agreed to receive regular reports regarding progress with "management responses" through a report to Audit Committee meetings. The appendix attached to this report is the latest "Internal Audit Follow Up" summary. It lists "recommendations" from previous years Audits (where they have not already been superseded) and sets out agreed management responses, lead officers and due dates. It then adds information about status to date with reference to the "due date" and provides brief commentary on current status.

Status updates are provided by Lead Officers and collated in the period prior to an Audit Committee. On that basis, action status information will not always be perfectly up to date by the date of an Audit Committee.

In August 2019 a revised clarification of the "status" indicator was shared with the IJB's Audit committee and it is included in the table below for reference. Note that in all instances, the commentary in the appendix may provide further information.

Status Category	Explanation of Status
TBC	Still "To be confirmed" – occasionally used where no information is available or has been made available.

Complete	Action complete.
Complete (Ongoing)	Action complete, but with an ongoing requirement.
Not Yet Started	Applies to actions not overdue.
Limited Progress	Applies to actions not overdue.
Good Progress	Applies to actions not overdue.
Overdue (*Not Yet Started / Limited Progress / Good Progress)	Overdue actions with detail re progress.
Superseded	Action superseded or no longer relevant. Commentary will provide clarity.

Actions that are “complete” will be reported for 2 successive Audit Committees to provide context. Some actions may eventually be superseded by other circumstances, recommendations or actions – these will be marked “no longer relevant”.

2.2 Actions re report AN06/17 (Performance Management) and AN05/18 (Clinical, care and Professional Governance)

The outstanding recommendations associated with these report are now long-standing but have been replicated in subsequent governance reviews. As more current recommendations (e.g. from the 2018/19 Annual Internal Audit Report) more closely match the current aspirations and terminology, it is now proposed to remove from this “follow Up Actions” report, actions associated with Hosted Services and Large Hospital Set Aside as referenced in report AN06/17 and AN05/18 from this “follow up actions report” after this meeting of the Audit Committee.

The IJB has already noted it intends to press on to develop a series of local collated measures to monitor performance for Hosted Services (as per action plan for Ministerial Strategic Group Report) and remains committed to developing the Large Hospital Set Aside agenda.

2.3 Actions re report AN07/18 (Financial Management)

It can be noted that a formal review of Corporate Support arrangements has still not yet been initiated, but the issue remains under review as part of overall consideration of the reports from the Ministerial Strategic Group. Shortcomings within overall Corporate Support arrangements are noted elsewhere in IJB reports including in the IJB’s regular Finance reports and the December 2019 IJB “Strategic Update” report. Separately work still requires to be concluded between Finance and Procurement regarding reconciling contracts and finance information though information from Contracts databases was used to inform 2019/20 budget setting.

2.4 Actions re report AN06/18 (Governance Mapping)

As noted previously, the actions associated with this report have all now been implemented and the work has moved towards an implementation phase. At the last Audit Committee it was recommended the Audit Committee receive an update, noted below, regarding the adoption of the procedures and documentation described in the associated action plan. Update:-

It is now a year since the recommendations of internal audit report AN06/18 (Governance Mapping) were implemented. All working groups across the partnership have welcomed the guidance issued and have adopted a consistent approach to the recording of decision-making using the new templates.

Of the 43 groups identified in the mapping exercise, 41 now have terms of reference consistent with the guidance with clear statements of responsibility and lines of accountability. It is anticipated the final groups will submit their terms of reference before the end of December.

Four groups have produced comprehensive annual work plans and it is anticipated that all groups will have work plans in place by the end of the financial year.

All working groups are now expected to will submit an annual assurance report to their parent group before the end of the financial year 2019-20 and annually thereafter. A timetable for annual assurance reporting will be agreed through the Senior Leadership Team in December.

2.5 Actions re report AN05/19 (GP Prescribing)

While this report has been shared with the Audit Committee it has not yet been formally approved by the Audit Committee so will only be reflected in this "Follow up Actions" from future Audit committee meetings.

### 3. CONCLUSION

3.1 The Audit Committee are asked to note the report and the progress made to date in terms of delivering the planned response.

**REPORT AUTHOR: ALEXANDER BERRY, CHIEF FINANCE OFFICER**  
**EMAIL DETAILS: hsci Angus.tayside@nhs.net**  
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Appendix 1: Angus IJB Internal Audit reports – Follow up Actions

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

**Appendix 1**

IJB Audit Report	Rec. Ref.	Recommendation	Priority	Management Response / Action	Action by	Due Date	Status at Audit Committees			Status - Comment
							Jun-19	Aug-19	Dec-19	
AN06/17 Performance Management	3	As part of the work to address this recommendation, management should ensure that performance management requirements are taken into account. This should include work on the development of a common reporting platform with an agreed suite of indicators for adoption at a Tayside-wide level as originally agreed by Angus IJB in May 2016.	2 (a)	The IJB acknowledges the overall framework for Hosted services requires improvement. Within that we are aware of the Performance reporting issues and are working at a Tayside level to agree a suite of hosted services indicators and working closely with NHST Business Unit analyst network.	Head of Comm. Health & Care (North)	31.03.18	Ongoing	Overdue - Limited Progress	Superseded	Action superseded by more current, but still outstanding, action re same issue (see Governance Actions Plan).
			2 (b)	Regarding Large Hospital Services, the IJB is participating in discussion through Tayside and National CFO networks to develop financial and other associated reporting re Large Hospitals.	Chief Finance Officer	31.03.18	Outstanding	Overdue - Limited Progress	Superseded	Action superseded by more current, but still outstanding, action re same issue (see Governance Actions Plan).
AN05/18 Clinical, Care & Professional Governance	4	This should include both the assurance to be provided by Angus IJB to both Dundee and Perth & Kinross IJB, as well as Angus IJB being provided with assurance on services hosted on their behalf by the other IJBs	2 (b)	Review of service performance indicators for hosted services performance required.	Principal Officer	31.08.18	Ongoing	Overdue - Limited Progress	Superseded	Action superseded by more current, but still outstanding, action re same issue (see Governance Actions Plan).
AN07/18 Financial Management	1	It is recommended that the Angus Health & Social Care Partnership Chief Officer completes the outstanding action for Recommendation 1 from the original audit (Report AN07-17).	1	AHSCP will look to review overall provision of Corporate Support arrangements (including Finance) with Partners from July 2018. (Note the IJB acknowledge this is later than anticipated).	Chief Officer	Dec. 2018	Outstanding	Overdue - Not Started Yet	Overdue - Not Started Yet	To be considered as part of overall response to Audit Scotland and MSG reports.
AN07/18	2	It is recommended that the procurement & Commissioning Manager and the Finance Services Manager (Team A) meet to discuss how best to link the contract information to the financial systems in future	3	The IJB and Procurement and Commissioning Manager agree this work needs progressed and concluded. Further work to reconcile Contracts register with Finance information (e.g. budgets) will be led by Finance Manager and Procurement and Commissioning Manager and reported through the Third Party Providers forum.	Proc. & Comm. Manager / Finance Manager (Angus Council)	Dec. 2018	Ongoing	Overdue - Limited Progress	Overdue - Limited Progress	This is ongoing work between Procurement and Finance however the work does need a clearer project outline and this will be agreed via local working groups. For 2019/20 Budget Setting, extracts of information in Contracts /Procurement Annual Work plan was utilised.
AN06/19 Workforce Optimisation	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	Ongoing	Complete (Ongoing)	Complete (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	Ongoing	Complete (Ongoing)	Complete (Ongoing)	New Workforce Support in Improvement and Development Team will now make links with Schools and Learning (Angus Council).
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	Ongoing	Limited Progress	Superseded	After further local discussion the position is that apprentices working within the HSCP will be engaged on terms appropriate to care setting (eg NHS or Social Care settings).