



ANGUS HEALTH AND SOCIAL CARE
INTEGRATION JOINT BOARD AUDIT COMMITTEE – 8 DECEMBER 2021
IJB AUDIT COMMITTEE WORKING ARRANGEMENTS
REPORT BY ALEXANDER BERRY, CHIEF FINANCE OFFICER

ABSTRACT

This report provides an update regarding a number of the working arrangements of the IJB's Audit Committee.

1. RECOMMENDATIONS

It is recommended that the Integration Joint Board Audit Committee:-

- (i) with reference to the Agenda Item 1 Appointments of Chair and Vice Chair, notes the appointments of the Chair and Vice Chair of the IJB's Audit Committee respectively;
- (ii) Notes support for the existing IJB Audit Committee's constitutional arrangements;
- (iii) Notes and considers next steps with respect to the IJB Audit Committee's Annual Development session;
- (iv) Note the constraints with regard to progressing governance improvement and support a review of outstanding governance action being taken forward in conjunction with the IJB's Internal Auditors by April 2022; and
- (v) Consider the need for "direction" sections of future Audit Committee reports.

2. BACKGROUND

- 2.1 The IJB's Audit Committee's annual work plan includes an annual re-appointment of the Chair and Vice Chair roles and an annual review of the Terms of Reference for the IJB Audit Committee. These issues would usually be dealt with after the IJBs' Audit Committee development session. However this has not yet been scheduled for 2021/22. This report covers both issues; and addresses the IJB Audit Committees Annual Development Session.

3. CURRENT POSITION

- 3.1 The IJB's Audit Committee was subject to its 3-yearly re-appointment by the IJB in October 2021. While that is a formal 3 year cycle, intermittently the IJB also has to appoint new members to the IJB Audit Committee. With a vacancy in October 2021, the IJB has recently approved the addition of Peter Davidson as a member of the IJB Audit Committee.

While the IJB approved the overall membership of the IJB Audit Committee, it is left to the IJB Audit Committee itself to agree the Chair and Vice Chair roles. These roles are currently fulfilled by Councillor Julie Bell and Andrew Jack.

The IJB Audit Committee has previously agreed to re-appoint to these roles on an annual basis at the December meeting. A recommendation of this report is to note the appointment of the role of Chair and Vice Chair respectively.

- 3.2 On an annual basis, the IJB's Audit Committee has agreed to review its constitutional arrangements / Terms of Reference. As noted earlier, this would usually be after an IJB Audit Committee Development session. However, given the timing of the next Audit Committee (April 2022), it is now suggested that the IJB review and accept the current Constitutional Arrangements / Terms of Reference unless there are matters that the IJB Audit Committee would wish to consider in more detail. The current Constitutional Arrangements / Terms of Reference, with no recommended amendments, is attached at appendix 1.

It is important for the IJB Audit Committee note that the formal approval of any amendments to the constitutional arrangements / Terms of Reference would have to be progressed via the main IJB.

- 3.3 The IJB's Audit Committee routinely holds an Annual Development Session. It is routinely scheduled of October of each year. Due to timing issues (e.g. delay in September IJB Audit Committee) and workload pressure (due to COVID-19), it has not yet been possible to schedule this session.

IJB Audit Committee members are invited to confirm whether they wish for a Development Session to be held this financial year (e.g. in February of 2022) and, if so, to confirm any subject matters they would wish to consider.

- 3.4 Elsewhere in IJB Audit Committee reports, comments are noted regarding capacity issues having an impact on governance arrangements and addressing audit queries. It is the case that the ongoing responses to COVID-19 and related issues continues to consume significant management capacity. Compounding that, the Finance team, which supports a number of governance issues, is also now managing a number of staffing turnover issues. With the understandable need to ensure support of operational issues, this will place further pressure on delivering governance actions and improvements. The IJB Audit Committee should note this combination of circumstances and the potential knock-on impacts.

As part of this it is suggested that, in conjunction with the IJB's Internal Auditors, the IJB – through the Chief Finance Officer - review the list of outstanding actions (e.g. Internal Audit follow up points) to see if any can now be de-prioritised – in effect de-cluttering the list of remaining actions. This should be undertaken in advance on the next IJB Audit Committee.

- 3.5 From earlier in 2021, IJB Audit Committee reports have included a section setting out "Directions" that require to be issued to the IJB's partners (e.g. section 6 of this report). To date, the IJB Audit Committee have not required any "directions" to be issued to the IJB's partners. As most matters discussed in the IJB Audit Committee are internal IJB business, and therefore unlikely to generate a "direction", it is now suggested that this section of future reports is removed unless there is an unusual instance of the Audit Committee requiring to issue a direction.

4. PROPOSALS

To note the appointment to the roles of Chair and Vice Chair, support for existing constitutional arrangements; and consideration of next steps with respect to the IJB Audit Committee's Annual Development session.

5 EQUALITY IMPACT ASSESSMENT

An Equality Impact Assessment is not required.

6. DIRECTIONS

The Integration Joint Board requires a mechanism to action its strategic commissioning plans and this is provided for in Section 26 to 28 of the Public Bodies (Joint Working) (Scotland) Act 2014. This mechanism takes the form of binding directions from the Integration Joint Board to one or both of Angus Council and NHS Tayside.

Direction Required to Angus Council, NHS Tayside or Both	Direction to:	
	No Direction Required	X
	Angus Council	
	NHS Tayside	
	Angus Council and NHS Tayside	

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List of Appendices: Appendix 1: IJB Audit Committee – Constitutional Arrangements

ANGUS INTEGRATION JOINT BOARD (IJB) AUDIT COMMITTEE

CONSTITUTIONAL ARRANGEMENTS (Last Updated February 2020)

1. Membership

- 1.1 The IJB Audit Committee shall comprise of 7 members of the Integration Joint Board all of whom will be entitled to vote at the IJB Audit Committee. The 7 members shall include:-
 - (i) two voting members of the Integration Joint Board (one each from the voting membership of Angus Council and NHS Tayside) (excluding the Chair and Vice Chair of the Integration Joint Board who cannot be members of the IJB Audit Committee); and,
 - (ii) three non voting members of the Integration Joint Board (excluding the Chief Officer and Chief Financial Officer who cannot be members of the IJB Audit Committee but who will be expected to attend).
- 1.2 The membership of the IJB Audit Committee shall be reviewed, re-selected and re-approved by the Integration Joint Board in October 2018 and three yearly thereafter.
- 1.3 The IJB Audit Committee should meet at least four times per year unless circumstances require additional meetings.
- 1.4 The IJB Audit Committee shall appoint a Chair and Vice Chair of the IJB Audit Committee (who need not be a voting member of the Integration Joint Board).
- 1.5 Members of the IJB Audit Committee will require to attend one development event a year in respect of their role as IJB Audit Committee members.

2. Remit

- 2.1 The remit of the IJB Audit Committee shall be:-
 - (i) to agree the Internal IJB Audit Plan for the Integration Joint Board (without further reference to the Integration Joint Board),
 - (ii) to consider the terms of any external or internal Inspections, assessments or audits of the Integration Joint Board with a view to making recommendations to the Integration Joint Board in respect thereof (excepting there from external or internal inspections, assessments or audits in respect of clinical and/or care governance); and
 - (iii) to scrutinise and approve the annual accounts and Governance Statements.

3. Quorum

- 3.1 No business shall be transacted at a meeting of the IJB Audit Committee unless there are present at least three voting Members of the IJB Audit Committee.

4. Reports to the IJB Audit Committee of the Integration Joint Board

- 4.1 The following shall have the right to submit reports to the IJB Audit Committee of the Integration Board which must be considered by the IJB Audit Committee of the Integration Board:-
 - The Chief Officer of the Integration Board
 - The Chief Finance Officer of the Integration Board
 - The Integration Board's External Auditors
 - The Integration Boards Internal Auditors