

## **AGENDA ITEM NO 3 (a)**

MINUTE of MEETING of the **ANGUS HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** held remotely on Wednesday 8 December 2021 at 11.30am.

**Present:           Members of Audit Committee**

Councillor JULIE BELL, Angus Council  
CHRIS BOYLE, Staff Representative  
PETER BURKE, Carer's Representative  
PETER DAVIDSON, Non-Executive Board Member  
ANDREW JACK, Service User Representative  
KATHRYN LINDSAY, Chief Social Work Officer  
HAYLEY MEARNS, Third Sector Representative

**Advisory Officers**

SANDY BERRY, Chief Finance Officer  
GAIL SMITH, Chief Officer  
DAVID THOMPSON, Manager, Legal Team 1, Legal and Democratic

**Also in Attendance**

RACHEL BROWNE, Senior Audit Manager, Audit Scotland  
MARY O' CONNOR, Senior Auditor, Audit Scotland  
TONY GASKIN, Chief Internal Auditor, Fife, Tayside and Forth Valley Audit and Management Services (FTF)  
JILLIAN GALLOWAY, Head of Community Health and Care Services – North (Agenda Item 7 onwards)

Councillor Julie Bell, in the Chair

*The Manager, Legal Team 1, Legal and Democratic Services took the Chair for the following item.*

**1.       APPOINTMENT OF CHAIR AND VICE CHAIR**

The Chief Social Work Officer, seconded by Peter Davidson, Non-Executive Board Member proposed that Councillor Julie Bell be appointed as Chair to the Audit Committee, there being no other nomination, Councillor Julie Bell was appointed Chair of the Audit Committee and took the Chair.

Councillor Bell, seconded by Peter Burke, Carer's Representative proposed that Andrew Jack, Service User Representative be appointed as Vice Chair to the Audit Committee, there being no other nomination, Andrew Jack, Service User Representative was appointed Vice Chair of the Audit Committee.

At this stage, the Chair highlighted the increased challenges faced as a result of COVID-19 and the recent Storms Arwen and Barra. She expressed gratitude to all those involved in the provision of services.

**2.       APOLOGIES**

There were no apologies intimated.

**3.       DECLARATIONS OF INTEREST**

Councillor Bell advised that in her capacity as a Non-Executive Director of Public Health Scotland, she had a standing declaration of interest and specific exclusion and would take part in any discussion or voting.

#### **4. MINUTES INCLUDING ACTION LOG**

##### **(a) Previous Meeting**

The minute of the previous meeting of 23 June 2021 was approved as a correct record subject to a minor addition to Article 7, Report IJB 50/21-2020/21 Audited Annual Accounts, related to page 7, second paragraph, to add in before “Personal Protective Equipment (PPE)”, the words, “in relation to”.

##### **(b) Audit Committee Action Points**

There was submitted the Action Points update arising from the previous meeting of this Committee.

The Chief Finance Officer provided an overview and confirmed that in terms of the action related to Item 10 of 26 August 2020, that Angus Council with effect from 1 November 2021, agreed that there would be a direct line of accountability from the Adult Social Care Finance Management Team to the Chief Finance Officer. He also confirmed that this now matched the existing arrangements in place with NHS Tayside.

In reference to the action related to Item 7 of 26 June 2019, and having heard from some members, the Chief Finance Officer confirmed that he would explore a collaborative induction approach with other Audit Committees and would also review the provision of materials available from the Improvement Service and TURAS, that would support the progression of induction and development arrangements for members.

The Chief Internal Auditor also confirmed that he would share the link to the TURAS Guidance with the Chief Finance Officer in due course.

The Integration Joint Board Audit Committee agreed to note the updated position.

#### **5. 2021/22 INTERNAL AUDIT PLAN – PROGRESS REPORT**

With reference to Article 4 of the minute of meeting of this Committee of 29 September 2021, there was submitted Report No IJB 61/21 by the Chief Internal Auditor updating members on the progress against the 2021/22 Internal Audit Plan.

Appendix 1 of the Report detailed the Internal Audit Progress Report for 2021/22.

The Chief Internal Auditor provided an informative overview and update of the audits related to AN04/22 Governance and Assurance; AN05-22 Sustainability of Primary Care Services and AN06-22 Commissioned Service Providers and also acknowledged the revised target dates of April 2022 in relation to AN05-22 and AN06-22 audits.

In response to a question from the Chief Finance Officer, the Chief Internal Auditor intimated that he anticipated that the AN05-22 and AN06-22 audits would be available, for sharing, with officers and Audit Committee members, in advance of the April 2022 meeting.

The Integration Joint Board Audit Committee agreed to note the progress against the 2021/22 Internal Audit plan.

#### **6. INTERNAL AUDIT REPORTS – FOLLOW-UP ACTIONS**

With reference to Article 8 of the minute of meeting of this Committee of 29 September 2021, there was submitted Report No IJB 62/21 by the Chief Finance Officer, updating members regarding the IJB's progress with the recommendations of the Internal Audit Reports.

Appendix 1 to the Report detailed the update on actions related to AN07/18 Financial Management; AN05/20 Risk Management; AN06/020 Data Quality; AN05/21 Charging for Services Audits; and AN0x/21 Annual Internal Audit Report.

The Chief Officer provided an update in terms of the action related to Report AN05/21 – Charging for Services and confirmed that there were no outstanding actions that required Audit Committee intervention, at this time. He also highlighted the ongoing capacity issues.

In response to the Carer Representative's question related to the status column of the Report, the Chief Finance Officer provided background to the status position and also in respect of the non-coloured AN0x/21 status column. He confirmed that future reports would be reviewed to include specific detail around dependencies and anticipated completion dates in the status update column.

The Chief Finance Officer, Chief Officer and Chief Internal Auditor also provided an update and responded to the Service User Representative's question related to risk appetite. The Chief Officer also re-iterated that the IJB's risk appetite was still to be established and thereafter provided a brief overview. She also referred to Report IJB 66/21 Risk Management Mid-Year Update Report which was due for to be considered later in the agenda. Following on from the Chief Internal Auditor's update including reference to the period of reflection, the Chief Officer also confirmed that a further risk appetite development session would be arranged in due course.

Having heard from the Chief Internal Auditor in relation to the AN0x/21 Recommendation 1, in terms of the revision of the Strategic Commissioning Plan, particularly related to the project plan and timetable, he highlighted that in his opinion, out of the all the recommendations contained within Appendix 1 to the Report, that Recommendation 1 be prioritised and a timeline incorporated.

The Chair highlighted that the real challenges faced was the unknown impact on business as usual, as a result of COVID-19. The Chief Finance Officer highlighted that there was an update Report to be considered at today's IJB, Strategic Planning Progress Update, Report IJB68/21 refers and also confirmed that it was expected that the Strategic Planning Group would be reviewing some of these actions, in early 2022.

In response, the Chief Internal Auditor also provided an informative background update in terms of progress made at South Lanarkshire Health and Social Care Partnership and suggested that it would be advantageous for Angus HSCP to contact them to further discuss.

The Integration Joint Board Audit Committee agreed to note the Report and the progress made to date in terms of delivering the planned response.

## **7. GOVERNANCE ACTIONS PLAN**

With reference to Article 9 of the minute of meeting of this Committee of 29 September 2021, there was submitted Report No IJB 63/21 by the Chief Finance Officer providing the Governance Actions Plan to members, for their ongoing review.

Appendix 1 to the Report detailed a number of actions that required to be progressed further to improve the IJB's overall governance arrangements. The Report highlighted the impact of COVID-19, and the importance that the Committee remained to be aware of the re-prioritisation associated with COVID-19 that had led to work on some governance improvement actions being de-prioritised. Members noted that whilst the impact of COVID-19 may be slightly lower from earlier in the pandemic, the ripple effect on management capacity was ongoing due to the significant backlog of work on a range of issues.

The Chief Finance Officer highlighted the ongoing complexities around capacity across the system that resulted in those governance issues not being resolved. In terms of the 2018/19 Ministerial Strategic Groups (MSG) Review of Integration action (Item 11), he confirmed that the action was in progress with both Angus Council and NHS Tayside's HR Departments now working together on a more integrated basis to resolve some historic and underlying issues.

In referring to the previous agenda item discussion, the Chair also enquired regarding the opportunity to include a timeline into the status column, and in response, the Chief Finance Officer confirmed that in future, he would also seek confirmation from lead officers as to the anticipated timeline, to enable this information to be incorporated within the governance actions plan status column.

The Integration Joint Board Audit Committee agreed to note the Governance Actions Plan.

## **8. 2020/2021 EXTERNAL ANNUAL AUDIT REPORT – PROGRESS REPORT**

With reference to Article 5 of the minute of meeting of this Committee of 29 September 2021, there was submitted Report No IJB 64/21 by the Chief Finance Officer setting out progress towards the completion of the External Auditor's 2020/21 Annual Audit Report Action Plan.

Appendix 1 to the Report outlined the Annual Audit Report Action Plan update to December 2021.

The Chief Finance Officer provided a brief overview of the Report.

Having heard from the Chair and the Carer's Representative in relation to the Governance recommendation, and in response, updates were provided by the Chief Finance Officer and the Manager, Legal Team 1.

The Chief Social Work Officer highlighted the impending timeline in relation to the review of the Integration Scheme, and in response, the Chief Officer provided an informative update in terms of two options that were currently under discussion that included a proposal for a development session to be held in January 2022.

Noting the capacity issues highlighted in terms of updating the Equalities Mainstreaming Report, the Chair suggested it might be beneficial for Angus Council's Equalities Officer to look over the Report as this may provide adequate assurance to support progression.

The Integration Joint Board Audit Committee agreed:-

- (i) to note the Annual Audit Report Action Plan update and to request a progress update be provided to the next meeting of the Committee; and
- (ii) to support a development session in terms of the Review of the Integration Scheme, in January 2022, if required.

## **9. EXTERNAL AUDIT ANNUAL PLAN**

With reference to Article 9 of the minute of meeting of this Committee of 21 April 2021, the Committee noted that the External Auditors would routinely expect to share details of their annual audit plan for the IJB at the IJB Audit Committee December meeting. Due to scheduling issues as a result of COVID-19, this had not been practical.

Thereafter, the Senior Audit Manager, Audit Scotland provided an update and highlighted that COVID-19 had impacted on the audit process, with audits now taking longer to complete. The final audit for 2020/21 had recently been completed. Planning was now underway to progress a draft of the 2021/22 audit plan, and that this would be undertaken in consultation with the Chief Officer and Chief Finance Officer and following which it would then be shared with members, in advance of the next meeting in April 2022.

The Senior Audit Manager intimated that the Best Value Audit of Angus Council was in progress and would be published in June 2022, highlighting that one of the areas of focus, was in relation to partnership and collaboration.

The Chair intimated that she had been involved in recent Best Value conversations and thereafter enquired as to Audit Scotland's capacity position to meet the audit timelines, not just locally, but

nationally. The Senior Audit Manager provided an update of capacity and movements within Audit Scotland.

The Chair thereafter encouraged members to provide feedback to the draft 2021/22 Audit plan, when it became available.

The Integration Joint Board Audit Committee noted the verbal update provided.

## **10. IJB AUDIT COMMITTEE WORKING ARRANGEMENTS**

There was submitted Report No IJB 65/21 by the Chief Finance Officer providing an update regarding a number of the working arrangements of the IJB's Audit Committee.

The Report provided detail related to re-appointments, constitutional arrangements/Terms of Reference, IJB Audit Committee's Annual Development Session, review of the list of outstanding actions and the proposed removal of the Directions Section of the IJB Audit Committee's report template.

The Chief Internal Auditor, in reference to the Remit section as outlined in Appendix 1 to the Report, suggested that there should also be provision to include an additional point that related to the IJB Audit Committee having a private discussion with internal and external audit, at least annually. Also in terms of membership, he indicated that within NHS and associated guidance, normally, an officer would not be appointed to the Audit Committee, so as to ensure independent scrutiny and suggested that, given this, the membership position be reviewed. He also highlighted that it would be appropriate for the Committee to consider how they would also retain valuable input and expertise, should the membership position, be reviewed.

The Chief Social Work Officer took the opportunity to clarify that she was not an officer of the Angus HSCP and had been appointed as a member, rather than an advisor, to the IJB. She also raised that her appointment to the Audit Committee had been discussed and explored and was considered compliant but that it would be appropriate to establish whether the current arrangements were suitable.

The Manager, Legal Team 1 advised that there were no restrictions on who can or cannot be member on the IJB Audit Committee and outlined the process undertaken in respect of the Chief Officer and Chief Finance Officer's positions, on both the IJB and IJB Audit Committee. He also confirmed that the Chief Social Work Officer required to be a member of the IJB. He stated that he would consider the point raised by the Chief Internal Auditor and also highlighted that should the regulations be such, that a review was required, that this would also be applied to other representatives, which would potentially impact and restrict membership.

The Chair confirmed she was in support of an additional remit point raised by the Chief Internal Auditor in terms of the requirement to include provision for a private meeting to take place between internal and external audit with the IJB Audit Committee, and also extended support to retain the Chief Social Work Officer as a member on the Audit Committee.

The Carer's Representative also supported any proposed review or amendments required to retain the Chief Social Work Officer, as a member of the Audit Committee; also in terms of Sections 3.2 and 3.3 of the Report, suggested that these two points be merged together, in future.

In response, the Chief Internal Auditor, in his opinion, confirmed that to retain expertise, knowledge and input, it would be appropriate to permit attendance at meetings, but not in the capacity as a voting member. He also advised that to provide clarity around best practice and to also support the development session, he would arrange to share the CIPFA and Annex F guidance documents with the Chief Finance Officer, in due course.

The Chief Finance Officer reiterated the recurring capacity issues and while noting members and officers' responses to the Chief Internal Auditor's point related to membership, confirmed that he would liaise with the Manager, Legal Team 1, and revert back findings to the next meeting.

The Senior Audit Manager, Audit Scotland also confirmed she would revert back to the Chief Finance Officer in terms of the membership point and to the local authority position.

Having heard from the Chair and the Chief Finance Officer in terms of recommendation (v) of the Report, the Integration Joint Board Audit Committee agreed:-

- (i) that with reference to Agenda Item 1, to note that Councillor Julie Bell had been appointed as Chair; and that Andrew Jack, Service User Representative, had been appointed as the Vice Chair to the Integration Joint Board Audit Committee;
- (ii) to note the support for the existing IJB Audit Committee's constitutional arrangements including the amendment that would allow for private meetings;
- (iii) that the IJB Audit Committee's Annual Development session would take place on the morning of 23 February 2022, and items to be considered included terms of reference/constitutional arrangements and self-assessment;
- (iv) to note the constraints with regard to progressing governance improvement and to support a review of outstanding governance action being taken forward, in conjunction with the IJB's Internal Auditors by April 2022; and
- (v) that the "Directions" section of the Audit Committee report template be removed.

## **11. RISK MANAGEMENT MID YEAR UPDATE**

With reference to Article 9 of the minute of meeting of this Committee of 23 June 2021, there was submitted Report No IJB 66/21 by the Chief Officer providing an update to members on progress in managing the Angus Integration Joint Board's (IJB) Strategic Risk Register.

The Report indicated that the IJB Strategic Risk Register was to be reported to the Angus IJB Audit Committee bi-annually, noting the Annual Risk Report was considered by this Committee in June 2021. A process was currently being established to provide an exception report that would highlight any new risks, scoring over 20, or where a risk had increased to more than 20, and reported to the IJB Audit Committee, outwith the timetabled updates,

The Angus Clinical, Care and Professional Governance Group had considered the key risks including SR01 Sustainability of Primary Care Services; SR08 Workforce Optimisation: SR11 Commissioned Service Provider Failure and SR18 Implementation of Strategic Planning Priorities.

Appendices 1 and 2 of the Report outlined the updated strategic risk profile, risk rating matrix and strategic risk improvement action plan. In terms of risk appetite, it was noted that the monitoring of corporate strategic risk performance had been undertaken on a regular basis during 2020/21 through the Clinical, Care and Professional Governance Group.

The Chief Officer thereafter provided an informative update of the main risks as outlined in Section 3 of the Report, but also emphasised how important it was to highlight the challenges faced in respect of the workforce, given that the risk was rated extreme.

Following discussion and having heard questions and comments from Peter Davidson, Non-Executive Board Member, the Chair, the Carer's Representative in relation to the Prescribing Management – Emerging Risk, social prescribing, green space; Commissioned Service Provider Failure risk; financial implications; and AdAstra system, and in response, the Chief Officer, Chief Finance Officer and Chief Internal Auditor provided updates.

By way of providing an assurance in terms of the SR17 – Incorrect Patient Contact Details on AdAstra risk, the Head of Community Health and Care Services – North indicated that although the risk had been identified, as archived, it remained a risk to the Out of Hours Service. This risk had previously been considered by the Strategic Risk Management Group and, in going forward, she confirmed that the risk would continue to be monitored and followed through, where required.

The Chair also commended the Chief Officer and her team in providing a comprehensive and valuable Report, thereafter the Integration Joint Board Audit Committee agreed:-

- (i) to note the strategic risk profile, risk rating matrix and strategic risk improvement action plan;
- (ii) to note that Angus IJB was required to develop an Angus IJB risk appetite; and
- (iii) to note the progress made in relation to the Internal Audit Review of Risk Management.

## **12. DATE OF NEXT MEETING**

It was noted that the next meeting of the Angus Health and Social Care Integration Joint Board Audit Committee would be held on Wednesday 20 April 2022 at 11.30am.