

## AGENDA ITEM NO 4 (a)

MINUTE of MEETING of the **ANGUS HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** held remotely on Wednesday 20 April 2022 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

**Advisory Officers**

SANDY BERRY, Chief Finance Officer  
GAIL SMITH, Chief Officer  
LEWIS SHAND, Team Leader, Legal Team 1, Legal and Democratic

**Also in Attendance**

MARY O' CONNOR, Senior Auditor, Audit Scotland  
TONY GASKIN, Chief Internal Auditor, Fife, Tayside and Forth Valley Audit and Management Services (FTF)  
JANE MOUG, Partnership Finance Manager -Observer

Councillor Julie Bell, in the Chair

Prior to the commencement of the business, the Chair reminded members that it was currently the pre-election period in light of the forthcoming Scottish Local Government Elections on 5 May 2022. With reference to Angus Council's Pre Election Guidance, Section 5 of the guidance covered publicity which included online Angus Health and Social Care Partnership meetings which were webcast or subsequently published. Members were to be mindful of the legal requirements in their discussion and debate today.

**1. APOLOGIES**

An apology was intimated on behalf of Hayley Mearns, Third Sector Representative.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest made.

**3. MINUTES INCLUDING ACTION LOG**

**(a) Previous Meeting**

The minute of the previous meeting of 8 December 2021 was approved as a correct record.

**(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 update in relation to the on target and overdue actions. In terms of the action point related to supporting a development session in terms of the Review of the Integration Scheme, he intimated that this action

point should now be superseded given that Report IJB 24/22 Review of Integration Scheme was due to be considered by the IJB later today.

In response to the Carer's Representative's question regarding the membership query raised at the last meeting, the Chief Finance Officer advised that this particular point was due to be considered later in the meeting at Agenda Item 12, Report IJB 22/22 refers.

With reference to the Audit Committee Development Session of February 2022, it was suggested and agreed that the consideration of CIPFA's Ethical Framework be recorded as a new Action Point.

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

*At this stage in the meeting, the Chair expressed her gratitude and thanked all members and officers for their attendance, engagement and support.*

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

With reference to Article 6 of the minute of meeting of this Committee of 8 December 2021, there was submitted Report No IJB 14/22 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 Finance Officer confirmed that the Appendix to the Report had been reviewed to include additional columns and thereafter provided a brief update in relation to the changes in status of some actions.

Following questions and comments from the Carer's Representative, Chief Social Work Officer and Peter Davidson, Non Executive Board Member in relation to priority classifications, consideration of presenting the follow-up actions differently to distinguish longstanding complex actions from the other actions detailed; and risks arising from non completion of actions.

In response, the Chief Finance Officer intimated that it was anticipated that the review of the Integration Scheme and staff recruitment may provide movement on some actions and also agreed to consider and review the Appendix to the Report.

The Chief Internal Auditor gave an update regarding the risk register position.

The Chair requested further information regarding the Eclipse system and in response, the Chief Finance Officer provided an update and advised that the Eclipse (Finance Module) had now stalled until 2024 and as such the impact of the delay would weaken information governance and anticipated that this would also effect the Charging for Services Audit (AN05/21). The Chief Internal Auditor intimated that the IJB should ensure this risk is logged within Angus Council as an operational risk.

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

#### **5. GOVERNANCE ACTIONS PLAN**

With reference to Article 7 of the minute of meeting of this Committee of 8 December 2021, there was submitted Report No IJB 15/22 by the Chief Finance Officer providing an update in regards to the Governance Actions Plan.

Appendix 1 to the Report detailed a number of actions that required to be progressed or concluded to improve the IJB's overall governance arrangements. COVID-19, and ongoing

changes that emanated from COVID-19 was still having a significant impact on the IJB's ability to progress some improvement work. A number of issues included in the Report, pre-dated COVID-19 were particularly complex and cannot be solved by the IJB in isolation.

The Chief Finance Officer provided a brief overview and in reference to the previous agenda item 4, Report IJB14/22 intimated that there were similarities in terms of progressing actions.

The Service User's Representative also re-iterated the Committee's willingness to support the progress of outstanding actions, and in response, the Chief Finance Officer provided an update and intimated that whilst there was no request for the Committee to intervene at this time, the offer of support was noted.

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

## **6. 2020/2021 EXTERNAL ANNUAL AUDIT REPORT – PROGRESS REPORT**

With reference to Article 8 of the minute of meeting of this Committee of 8 December 2021, there was submitted Report No IJB 16/22 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.

The Chief Finance Officer provided a brief overview of the three issues/risks related to Financial Sustainability, Integration Scheme and Governance and in follow up to the Governance issue, he referred members to Report IJB 21/22 which was due to be considered later in today's meeting.

The Senior Auditor, Audit Scotland also highlighted that despite COVID-19 and capacity issues, good progress had been made in terms of the action plan.

The Integration Joint Board Audit Committee agreed to note the External Annual Audit Report Action Plan and that outstanding updates would be merged into the IJB's Governance Actions Plan report.

## **7. 2021/22 INTERNAL AUDIT PLAN – PROGRESS REPORT**

With reference to Article 5 of the minute of meeting of this Committee of 8 December 2021, there was submitted Report No IJB 17/22 by the Chief Internal Auditor providing an update on progress against the 2021/22 Internal Audit Plan.

The Report also detailed internal audit reports that were commissioned by the partner Audit and Risk Committees, where the outputs were considered relevant for assurance purposes to the Angus IJB, for information.

The Chief Social Work Officer in reference to the Missing Clinical Psychology Case Records Internal Audit Review expressed that whilst the update was helpful and informative, in terms of the volume of records that IJB partners hosted and also future service re-design, particularly around the National Care Service, that there would be lessons to be learned from the Significant Adverse Event (SAER) and that it would be appropriate that these be taken on board and noted so as to ensure, that future transitions, were seamless.

Thereafter, the Chair also requested updates to be provided to the Committee in respect of Report T29/22 – Missing Clinical Psychology Case Records, and in response, the Chief Internal Auditor advised that the (SAER) was in progress and would continue to be monitored so as to provide assurance that the process was being followed through. He also confirmed that updates would be provided to the Committee through future Internal Audit Plan – Progress Reports.

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

## **8. AUDIT COMMITTEE – ANNUAL WORK PLAN 2022/23**

With reference to Article 7 of the minute of meeting of this Committee of 21 April 2021, there was submitted Report No IJB 18/22 by the Chief Finance Officer updating members in terms of the Integration Joint Board Audit Committee's Annual Work Plan for 2022/23.

The Report indicated that there was a pattern of activity within the Audit Committee that reflected the agreed Terms of Reference for the Committee. Appendix 1 to the Report summarised the Audit Committee's Annual Work Plan and acted as a guide to future business.

For 2021/22, there were some small adjustments from previous years, noting that some timelines had been disrupted due to Covid-19. The adjustments were outlined in Section 2 of the Report.

The Integration Joint Board Audit Committee agreed the IJB Audit Committee Annual Work Plan.

## **9. REVIEW OF THE ROLE OF CHIEF FINANCE OFFICER 2021/22**

With reference to Article 8 of the minute of meeting of this Committee of 21 April 2021, there was submitted Report No IJB 19/22 by the Chief Finance Officer briefing members regarding the outcomes of the 2021/22 self-assessment of the role of the Chief Finance Officer within Angus IJB against the principles set out in the Chartered Institute of Public Finance and Accountancy's (CIPFA) "The Role of the Chief Finance Officer in Local Government".

The 5 principles that defined the core activities and responsibilities of the Chief Finance Officer role in public service organisations were outlined in Section 2 of the Report.

The Report indicated that a specific action remained to ensure the ongoing development of financial skills for managers within Angus Health and Social Care Partnership (AHSCP). This action had been difficult to progress as a result of the COVID-19 pandemic and during a period of staff turnover, and was still a planned action for the coming year.

A number of longstanding issues around principle 4 had now been successfully addressed. Other unresolved issues around principle 2 related to the lack of a balanced long term financial plan were regularly presented to the IJB through the sharing of Strategic Financial Planning reports.

The Chief Finance Officer provided a brief overview and highlighted that there had been progress on a number of the principles, previously indicated as partly compliant and that were now fully compliant, in comparison to the previous year's update. He intimated that the next review would be a full review rather than an extract, and anticipated that some degree of independence should now be introduced to this process.

In response to the Chief Finance Officer, the Chair extended her support to exploring the offer of assistance to the self-assessment process.

Thereafter questions and comments were raised by the Service User Representative, the Carer's Representatives and the Chief Social Work Officer in terms of principle 3 (a) Governance requirement, particularly, financial skills of managers; principle 4 in relation to staff resources; and the association with Report IJB 21/22 particular around the update to the financial regulations document, and in response, the Chief Finance Officer provided updates.

In reference to principle 3, the Chief Officer intimated that in terms of assessing financial skills, she highlighted that this area did not solely relate to finance staff but required to include service leads also, as this would ensure that staff had the necessary skills to carry out their work on the various budgets and processes effectively.

Having heard further from the Chief Finance Officer in terms of future years self-assessment, the Integration Joint Board Audit Committee agreed:-

- (i) to note the main points from the 2021/22 self-assessment of the role of the Chief Finance Officer in Angus Integration Joint Board;

- (ii) to note that the Integration Joint Board was generally compliant with the principles set out in the review;
- (iii) to note that a small number of residual issues were being progressed through other existing channels;
- (iv) to note that the self-assessment would be shared with the IJB's Internal Auditors; and
- (v) that consideration be given to introducing an element of independence to future years self- assessment of the role of the Chief Finance Officer.

## **10. 2021/22 EXTERNAL AUDIT ANNUAL AUDIT PLAN**

With reference to Article 9 of the minute of meeting of this Committee of 21 April 2022, there was submitted Report No IJB 20/22 by the Chief Finance Officer presenting to members the 2021/22 External Audit Annual Audit Plan.

The Report indicated that Audit appointments were generally for a five year period with 2020/21 being the fifth and final year of a planned five year cycle, however the current cycle had been extended into a sixth year due to the impact of Covid-19.

Appendix 1 to the Report detailed the proposed External Audit Annual Audit Plan for 2021/22.

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

The Senior Auditor, Audit Scotland provided a detailed overview of the Report, highlighting the key areas including: financial statements audit planning; audit dimensions and Best Value, reporting arrangements, timetable, and audit fee and other matters.

She also responded to questions from the Chair and the Service User Representative regarding staff capacity and the impact and benefits of remote working including meetings.

In response to the Carer's Representative question, the Chief Finance Officer provided an update of the future external audit arrangements. He also took the opportunity to describe some of the benefits of remote working, particularly with accessibility to external partners and also highlighted that in term of additional supplementary fees, confirmed that to date there had been no supplementary fees incurred.

The Integration Joint Board Audit Committee agreed:-

- (i) to note the External Audit Annual Audit Plan, as appended to the Report;
- (ii) to approve the proposed audit fee of £27,960 and to devolve authority for approval of any reasonable supplementary fees to the Chief Finance Officer; and
- (iii) to note that due to the uncertainty regarding the timing of reporting arrangements to add a provisional additional, or potential replacement Audit Committee into the diary for 28 September 2022 at 12 noon (via MS teams).

*At this stage in the meeting, the Carer's Representative left the meeting briefly and re-joined during consideration of the following item.*

## **11. GOVERNANCE DOCUMENT UPDATE**

There was submitted Report No IJB 21/22 by the Chief Finance Officer presenting to members the status of a series of documents that underpinned the governance of the IJB.

Appendix 1 of the Report detailed the status of a number of IJB documents and the proposals to update those documents.

The Chief Finance Officer provided an overview of the Report.

Considerable discussion took place, thereafter a number of members and officers raised questions and concerns in respect of the Equalities Mainstreaming Report particularly related to the risks associated with the lack of action and progress in updating the Report.

In response, the Chief Finance Officer referred to a progress update received from the Principal Planning Officer which had highlighted that a future version of the Equalities Mainstreaming Report would not be dissimilar to that of the current version; and that consideration should be given to the revision of the Equalities Mainstreaming Report and the Strategic Plan to be co-ordinated, in future. He also raised in order to progress matters, that it might be more appropriate for the Strategic Planning Group to have oversight of the review and update of the Equalities Mainstreaming Report.

Noting the comments raised including the imminent retiral of the Principal Planning Officer, the Chair re-iterated the significance of the Equalities Mainstreaming Report including the importance around not losing sight of the requirement to maintain and update the Report.

Thereafter, having heard from the Chair and also the Chief Finance Officer, the Integration Joint Board Audit Committee agreed:-

- (i) to note the Report and agreed to support the proposed reviews of governance documents; and requested a similar report to be provided annually to the Committee's December meeting; and
- (ii) that in terms of the Equalities Mainstreaming Report, that this be referred to the Strategic Planning Group to update and progress in co-ordination with the Strategic Plan.

## **12. AUDIT COMMITTEE – CONSTITUTIONAL ARRANGEMENTS**

With reference to Article 10 of the minute of meeting of this Committee of 8 December 2021, there was submitted Report No IJB 22/22 by the Chief Finance Officer setting out proposed updates to the Audit Committee's constitutional arrangements, and if supported, these would be forwarded to the IJB for subsequent approval.

The Chief Finance Officer provided a summary of the Report.

The Carer's Representative also raised whether there should be an additional wording in the remit section of the Appendix to the Report, particular related to risk, and in response, the Chief Finance Officer agreed that he would look further into the point raised.

Thereafter, the Integration Joint Board Audit Committee agreed to support the changes for onward submission to the IJB for approval.

## **13. 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 22 June 2022 at 11.30am.

## **VALEDICTORY**

As this was the last meeting before the Local Government Elections, Councillor Julie Bell expressed her gratitude to members and officers, thereafter in response, the Carer's Representative, on behalf of the Committee thanked Councillor Bell for her valuable contributions, diligence and support to the Audit Committee.