

## AGENDA ITEM NO3(c)

MINUTE of MEETING of the **ANGUS HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** held in the Town and County Hall, Forfar on Wednesday 13 December 2023 at 11.30am.

**Present: Members of Audit Committee**

ANDREW JACK, Service User Representative  
KATHRYN LINDSAY, Chief Social Work Officer  
CHRIS BOYLE, Staff Representative, Angus Council  
ELAINE HENRY, Registered Medical Practitioner, NHS Tayside  
HAYLEY MEARNS, Third Sector Representative  
Councillor GEORGE MEECHAN, Angus Council

**Advisory Officers**

ALEXANDER BERRY, Chief Finance Officer  
TINA MAGSON, Manager, Team 1, Legal and Democratic Services, Angus Council  
NEIL O'CONNOR, Audit Scotland  
JOCELYN LYALL, NHS Chief Internal Auditor

**Also in Attendance**

JILLIAN GALLOWAY, Head of Community Health and Care Services, AHSCP  
RHIONA SWANKIE, Management Accountant – Observer

ANDREW JACK, in the Chair

**1. APOLOGIES**

An apology for absence was intimated on behalf of Peter Drury, Non-Executive Board Member, NHS Tayside

**2. DECLARATIONS OF INTEREST and STATEMENTS OF TRANSPARENCY**

There were no declarations of interest or statements of transparency made.

**3. MINUTES INCLUDING ACTION LOG**

**(a) Previous Meeting**

The minute of meeting of this Committee of 23 August 2023 was approved as a correct record.

**(b) Audit Committee Action Points**

Alexander Berry, Chief Finance Officer provided a brief overview of the action log and the Integration Joint Board Audit Committee agreed to note the action log of 23 August 2023.

**4. IJB AUDIT COMMITTEE WORKING ARRANGEMENTS**

With reference to Article 4 of the minute of meeting of this Committee of 7 December 2022, there was submitted Report No IJB 85/23 by the Chief Finance Officer providing an update regarding a number of the working arrangements of the IJB's Audit Committee.

The Report provided details related to the re-appointments and an annual review of the constitutional arrangements for the IJB Audit Committee.

Alexander Berry, Chief Finance Officer provided a brief summary of the Report highlighting the requirement for a Vice Chair, following Kathryn Lindsay's imminent appointment as Chief Executive. The Chair sought nominations for the position of Vice Chair.

The Integration Joint Board Audit Committee agreed: -

- (i) to re-appoint Andrew Jack to the role of Chair of the IJB's Audit Committee respectively;
- (ii) to note that having sought nominations for the post of Vice Chair, there were no nominations received;
- (iii) to note that the IJB Audit Committee's constitutional arrangements had been reviewed by the Audit Committee's Development Session with two amendments supported for future adjustment; and
- (iv) to note the outcomes and actions from the IJB's Audit Committee Development Session of October 2023.

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

With reference to Article 7 of the minute of meeting of this Committee of 26 April 2023, there was submitted Report No IJB 86/23 by the Chief Finance Officer providing an update regarding the Integration Joint Board's Governance Actions Plan.

Alexander Berry, Chief Finance Officer provided a brief overview of the Report highlighting that in future, the Governance Actions Plan would be merged into the Internal Audit Follow up Actions Report as a separate appendix.

The Integration Joint Board Audit Committee agreed: -

- (i) to note the Report and the progress made to date in terms of delivering the planned response; and
- (ii) that the Governance Actions Plan be merged into the Internal Audit Follow Up Actions Report as a separate appendix for future Audit Committee meetings.

### **6. 2023/24 INTERNAL AUDIT PLAN – PROGRESS REPORT**

With reference to Article 6 of the minute of meeting of this Committee of 23 August 2023, there was submitted Report No IJB 87/23 by the Chief Internal Auditor, briefing the Audit Committee on the progress of the 2023/24 Annual Internal Audit Plan. The Report also detailed internal audit reports that were commissioned by partner Audit and Risk Committees, where the outputs were considered relevant for assurance purposes to Angus Integrated Joint Board, for information.

Appendix 1 of the Report incorporated the updates made on the actions and Jocelyn Lyall, Chief Internal Auditor provided a brief overview of the Report.

Thereafter, the Integration Joint Board Audit Committee agreed to note the work undertaken relating to the 2023/24 Internal Audit Plan.

### **7. INTERNAL AUDIT – FOLLOW UP ACTIONS**

With reference to Article 5 of the minute of meeting of this Committee of 23 August 2023, there was submitted Report No IJB 88/23 by the Chief Finance Officer, updating members regarding the Integration Joint Board's progress with the recommendations of the Internal Audit Reports.

Appendix 1 to the Report detailed the update on actions in relation to AN07/18 Financial Management; AN05/20 Risk Management; AN06/20 Data Quality; AN05/21 Charging for

Services; AN03/21 Annual Internal Audit Report 2020/21; AN46/22 Annual Internal Audit Report 2021/22; AN06/22 Commissioned Services; AN03/24 Annual Internal Audit Report 2022/23; AN05/23 Financial Management; and AN04/23 Workforce Plan.

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

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

### **8. RISK & RESILIENCE MID YEAR UPDATE**

With reference to Article 11 of the minute of meeting of this Committee of 7 December 2022, there was submitted Report No IJB 89/23 by the Chief Finance Officer, providing a mid-year summary to the Integration Joint Board on the risk and resilience activity within the Partnership from April 2023 - September 2023.

Appendix 1 to the Report was maintained, updated and reported in line with the IJB Risk Management Strategy and between the period of April 2023 – September 2023, the Angus Clinical, Care and Professional Governance Risk Group had met on 15 May, 10 July and 11 September 2023 to consider key risks.

Jillian Galloway, Head of Community Health and Care Services, AHSCP, provided an overview of the key areas of the Report which highlighted new and emerging risks from a partnership perspective. She advised that a lot of work had been ongoing regarding resilience planning and assured members that there was now a good framework in place to work towards.

She advised members that with regards SR24 Commissioned Service Provider – Unmet Need, at the time of writing the Report there had been a significant reduction from over 1,600 hours to less than 100 hours of unmet need within AHSCP however, due to some process issues, this figure had now increased to approx. 600 hours of unmet need. Work remained on going to reduce these hours.

She also advised that with regards SR01 Sustainability of Primary Care Services the risk score level had now been reduced to 20 which was now within risk appetite and that the Internal Audit Actions were on target to be met within the timescales.

Councillor Meechan welcomed the reduction in hours of unmet need and the reduction in the risk scores.

Thereafter, the Integration Joint Board Audit Committee agreed: -

- (i) having reviewed, to accept the strategic risk profile and risk rating matrix;
- (ii) to acknowledge the progress made in relation to Internal Audit Review of Risk Management;
- (iii) to accept the new and emerging strategic risks;
- (iv) to acknowledge the progress that had been made in relation to resilience planning; and
- (v) to acknowledge the requirement to review the Integration Joint Board Risk Appetite and agreed to a joint development session with Angus Integration Joint Board in February 2024.

### **9. DIRECTIONS UPDATE**

With reference to Article 9 of the minute of meeting of this Committee of 21 June 2023, there was submitted Report No 90/23 by the Chief Finance Officer outlining a summary of the Directions issued by the IJB from January 2022 to October 2023 (inclusive).

Appendix 1 to the Report outlined a summary of the Directions issued by the IJB since January 2022 and the current position or status of each Direction was listed under a “status” column using a new colour coding to support this.

Jillian Galloway, Head of Community Health and Care Services, AHSCP, provided a brief overview of the Report.

The Integration Joint Board Audit Committee agreed: -

- (i) having reviewed, to note the details of the Directions issued by Angus HSCP since January 2022; and
- (ii) to request a further update be prepared to the Integration Joint Board Audit Committee in June 2024.

### **10. 2022/23 EXTERNAL ANNUAL AUDIT PROGRESS REPORT**

With reference to Article 8 of the minute of meeting of this Committee of 26 April 2023, there was submitted Report No IJB 91/23 by the Chief Finance Officer setting out progress towards the completion of the External Auditor’s 2022/23 Annual Audit Report Action Plan.

Appendix 1 to the Report outlined the update in relation to the Annual Audit Report Action Plan.

The Integration Joint Board Audit Committee considered and agreed to note the External Annual Audit Report Action Plan including that further updates would be brought forward to the April 2024 Audit Committee meeting.

### **11. GOVERNANCE DOCUMENT UPDATE**

With reference to Article 13 of the minute of meeting of this Committee of 7 December 2022, there was submitted Report No IJB 92/23 by the Chief Finance Officer setting out the status of a series of documents that underpinned the governance of the Integrated Joint Board.

Appendix 1 to the Report outlined the update in relation to the IJB Governance Document Status, noting that developing the Scheme of Delegation within Integration Joint Board would be included in future updates.

The Integration Joint Board Audit Committee considered and agreed to note the documentation that required to be progressed and to note that an annual update would be included in the Audit Committee’s annual workplan.

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

The Committee noted that the next hybrid meeting of the Angus Health and Social Care Integration Joint Board Audit Committee would be held on Wednesday 24 April 2024 at 11.30am.

### **VALEDICTORY**

The Chair on behalf of the Audit Committee highlighted that this was the last meeting for Kathryn Lindsay, Chief Social Work Officer and Elaine Henry, Registered Medical Practitioner, NHS Tayside and took the opportunity to thank them for their support and contributions as members of the Audit Committee and wished them both well for the future.