

INVERCLYDE INTEGRATION JOINT BOARD AUDIT COMMITTEE – 24 JANUARY 2022**Inverclyde Integration Joint Board Audit Committee****Monday 24 January 2022 at 1.00pm****Present:****Voting Members:**

Councillor Elizabeth Robertson (Chair)	Inverclyde Council
Councillor Luciano Rebecchi	Inverclyde Council
Simon Carr (Acting Vice Chair)	Greater Glasgow & Clyde NHS Board

Non-Voting Members:

Diana McCrone	Staff Representative, Greater Glasgow & Clyde NHS Board
Stevie McLachlan	Inverclyde Housing Association Forum Representative – River Clyde Homes

Also present:

Allen Stevenson	Interim Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership
Anne Glendinning	On behalf of Sharon McAlees ,Chief Social Worker, Inverclyde Council
Alan Best	Interim Head of Health & Community Care, Inverclyde Health & Social Care Partnership
Craig Given	Chief Finance Officer, Inverclyde Health & Social Care Partnership
Andi Priestman	Chief Internal Auditor, Inverclyde Council
Vicky Pollock	Legal Services Manager, Inverclyde Council
Diane Sweeney	Senior Committee Officer, Inverclyde Council
Lindsay Carrick	Senior Committee Officer, Inverclyde Council
Andrina Hunter	Service Manager, Corporate Policy, Planning & Performance, Inverclyde Council

Chair: Councillor Robertson presided.

The meeting took place via video-conference.

Prior to the commencement of business the Chair advised that Ms Paula Speirs had resigned from the IJJB and IJJB Audit Committee and that Mr Simon Carr would act as Vice Chair at this meeting. The Chair acknowledged the valuable contribution Ms Speirs had made to the IJJB Audit Committee and that she would be missed.

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| 1 | Apologies, Substitutions and Declarations of Interest | 1 |
| | No apologies for absence or declarations of interest were intimated. | |
| 2 | Minute of Meeting of IJB Audit Committee of 20 September 2021 | 2 |
| | There was submitted the Minute of the Inverclyde Integration Joint Board Audit Committee of 20 September 2021.
The Minute was presented by the Chair and examined for fact, omission, accuracy and clarity. | |

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Decided: that the Minute be agreed.

3 Minute of Meeting of IJB Audit Committee of 29 November 2021 3

There was submitted the Minute of the Inverclyde Integration Joint Board Audit Committee of 29 November 2021.

The Minute was presented by the Chair and examined for fact, omission, accuracy and clarity.

Decided: that the Minute be agreed.

4 IJB Audit Committee Rolling Annual Workplan 4

There was submitted a list of rolling actions arising from previous meetings of the IJB Audit Committee.

Decided: that the Rolling Annual Workplan be noted.

5 Internal Audit Progress Report – 30 August to 17 December 2021 5

There was submitted a report by the Interim Chief Officer, Inverclyde Integration Joint Board on the progress made by Internal Audit during the period from 30 August to 17 December 2021.

The report was presented by Ms Priestman, being the regular progress report, and advised as follows:

- 1) there was one Internal Audit report finalised since the last Audit Committee meeting in September 2021;
- 2) that the Audit Plan for 2021/22 is now complete;
- 3) in relation to Internal Audit follow up, there were no actions due for completion by 30 November 2021. There are 8 actions being progressed by officers, all as detailed in appendix 1 to the report;
- 4) there have been no Internal Audit Reports relevant to the IJB reported to Inverclyde Council since the last Audit Committee meeting in September 2021;
- 5) there have been 3 Internal Audit Reports relevant to the IJB reported to NHS GGC since the Audit Committee meeting in September 2021;
- 6) Internal Audit within Inverclyde Council and NHS GGC have undertaken to follow up actions in accordance with agreed processes and will report on progress to the respective Audit Committees.

The Board sought reassurance that they would be provided with an update on the issues identified in the Internal Audit Report 'IJB Performance Management and Reporting Arrangements'(the Report), and referred to the 30 November 2022 deadline for this as noted at paragraph 5.6. Ms Priestman advised that an update would be provided. The Board enquired if the Report had been issued yet and Ms Priestman advised that it had been issued to officers and External Auditors with a summary being contained in this report. Ms Priestman advised that she would issue a copy of the Report to IJB Audit Committee Members.

The Board welcomed the recommendations detailed at paragraph 5.5 to align performance reports, commenting that the volume and spread of data could be difficult to assimilate. There was discussion on the outcome of incorporating reports, with the general consensus being that reporting will be streamlined. Ms Hunter advised that a new performance management system, Pentana, had been purchased by Inverclyde Council and Inverclyde HSCP which will assist with this.

Decided: that the progress made by Internal Audit in the period 30 August to 17 December 2021 be noted.

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6 Status of External Audit Action Plans at 30 November 2021

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There was submitted a report by the Interim Chief Officer, Inverclyde Integration Joint Board on the status of current actions from External Audit Action Plans at 30 November 2021.

The report was presented by Ms Priestman and advised as follows:

In relation to External Audit follow up, there were no actions due for completion by 30 November 2021. There are 3 actions being progressed by officers, all as detailed in appendix 1 to the report.

Decided: that the Internal Audit Annual Report and Assurance Statement 2020/2021 be approved.

7 IJB Risk Appetite Development

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There was submitted a report by the Interim Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership providing an update on the status of the IJB Risk Appetite and its progress.

The report was presented by Mr Given and detailed the work undertaken to date by the short life working group which was set up following the recommendation of the IJB Audit Committee in June 2021 to review the IJB's approach to risk. The group agreed on three overarching risk categories: (1) Strategic, (2) Financial and (3) Reputational.

The Board enquired if there was a mechanism by which identified risks might be tested. Ms Priestman advised that a review of the new risk management arrangements could be included in the Audit Plan, and that feedback could be provided on this. The Chair requested that this be added into the process.

The Board enquired if there were plans to replace Ms Speirs on the short life working group, and Mr Stevenson advised that a replacement for Ms Speirs was actively being recruited.

Decided:

- (1) that the contents of the report be noted; and
- (2) that the testing of identified risks be included in the Audit Plan with appropriate feedback to IJB Audit Committee on this matter.

8 IJB Risk Register

There was submitted a report by the Interim Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership (1) providing an update on the status of the IJB Strategic Risk Register, and (2) appending the most recent Risk Register reviewed by officers on 16 December 2021.

The report was presented by Mr Given and noted that the Register is reviewed twice a year and advised of changes to Risk 7 (Contingency Planning), 8 (Performance Management Information) and 9 (Locality Planning) since this matter was previously reported.

The Board queried how new risks are identified and Mr Given provided an overview of the process, with Mr Stevenson advising on the checks and balances procedures before a new risk is added to the Register.

The Board referred to the appended Register and noted that within the 'Additional Controls/Mitigating Actions & Time Frames With End Dates' column there were very few either 'end dates' or 'ongoing' timescales recorded and Mr Given agreed to review this. Ms Priestman added that the new Pentana system, which has a specific risk module, will provide a more robust reporting framework.

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The Board referred to the section 'Locality Planning to Better Understand the Needs of the Community' and sought clarification on the number of Locality Planning Groups (LPGs). Mr Stevenson advised on the intention for there to be 6 LPGs, and that at present 2 had been formed and had met. The 2 LPGs were scheduled to meet again in March and afterwards there would be a review of progress with the remaining LPGs commencing on a stepped basis. He further advised that 6 Communication Groups had been established. The Board asked for the remaining LPGs established and the Chair requested that an update report be provided on this matter. Mr Stevenson agreed that a report will be submitted to the IJJB when appropriate.

The Board questioned if the 'Current Controls' and 'Additional Controls' noted for item 6 (Home Care) were robust enough. Mr Best advised that recruitment of staff and service development was continually monitored, with appropriate actions taken when required.

The Board asked if there was any intention to supply staff with body cameras, and Mr Stevenson advised there were no current plans to issue staff with cameras, but there were control mechanisms in place to address any concerns that staff may have.

Decided:

- (1) that the contents of the report be noted; and
- (2) that it be remitted to officers to submit a further report on the progress of the Locality Planning Groups.