

INVERCLYDE INTEGRATION JOINT BOARD AUDIT COMMITTEE – 21 MARCH 2022

Inverclyde Integration Joint Board Audit Committee

Monday 21 March 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
David Gould	Greater Glasgow & Clyde NHS Board

Non-Voting Members:

Diana McCrone	Staff Representative, Greater Glasgow & Clyde NHS Board
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Also present:

Allen Stevenson	Interim Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership
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
Colin MacDonald	Senior Committee Officer, Inverclyde Council

Chair: Councillor Robertson presided.

The meeting took place via video-conference.

Prior to the commencement of business the Chair welcomed Mr Gould to the meeting, noting that his appointment to the Audit Committee was the subject of a report to the following meeting of the Inverclyde Integration Joint Board.

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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 24 January 2022 | 2 |
| | There was submitted the Minute of the Inverclyde Integration Joint Board Audit Committee of 24 January 2022.
The Minute was presented by the Chair and examined for fact, omission, accuracy and clarity.
Decided: that the Minute be agreed. | |
| 3 | IJB Audit Committee Rolling Annual Workplan | 3 |
| | There was submitted a list of rolling actions arising from previous meetings of the IJB Audit Committee. | |

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Referring to the entry for September 2022 'Review of Risk Register' the Board requested clarification on the role that Inverclyde Integration Joint Board members have in identifying risks. Mr Given and Ms Priestman explained the processes in place at present for identifying risk. After discussion it was agreed that officers should consider the role of IJJB members should have in identifying risks and consider options to formalise this, with the suggestion of a three yearly meeting and a possible Development Session.

Decided:

- (1) that the Rolling Annual Workplan be noted; and
- (2) that it be remitted to officers to consider and formalise a way by which IJJB members are included in the procedures for identifying risks.

4 Internal Audit Progress Report – 20 December 2021 to 25 February 2022

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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 20 December 2021 to 25 February 2022.

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

- 1) that the Audit Plan for 2021/22 is now complete;
- 2) in relation to Internal Audit follow up, there were no actions due for completion by 31 January 2022. There are 8 actions being progressed by officers, all as detailed in appendix 1 to the report;
- 3) there have been no Internal Audit Reports relevant to the IJB reported to Inverclyde Council since the last Audit Committee meeting in January 2022;
- 4) there have been no Internal Audit Reports relevant to the IJB reported to NHS GGC since the Audit Committee meeting in January 2022; and
- 5) 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 Chair requested an update on the status of a previous action to invite auditors from NHS GG&C to an IJJB Audit Committee meeting, and Mr Stevenson gave an undertaking to action this.

The Board requested that in future the follow up report be amended to include the original recommendation, and Ms Priestman agreed to this.

Decided: that the progress made by Internal Audit in the period 20 December 2021 to 25 February 2022 be noted.

5 Status of External Audit Action Plans at 31 January 2022

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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 31 January 2022.

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 31 January 2022. There are 3 actions being progressed by officers, all as detailed in appendix 1 to the report.

The Chair advised those present of discussions at the pre-agenda meeting pertaining to the scheduled meetings of the Committee, and requested that officers take the necessary steps to change future meeting in the timetable to September, March and June instead of September, January and March.

Decided:

- (1) that the progress to date in relation to the implementation of external audit plans be

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noted; and

(2) that it be remitted to officers to change the IJJB Audit Committee meeting dates from September, January and March to September, March and June in future timetables.

6 Internal Audit – Annual Strategy and Plan 2022-2023

There was submitted a report by the Interim Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership appending the Internal Audit Annual Strategy and Plan for 2022-2023 for approval.

The report was presented by Ms Priestman and advised of the requirement to have the Plan, the risk-based approach taken, and that the total budget for the Internal Audit plan for 2022-2023 has been set at 45 days.

Referring to the 'Proposed Audit Coverage 2022-2023' table set out in appendix 1, the Board questioned if this was the entire Risk Register for the IJJB Audit Committee, and were given assurances that it was.

Referring to the 'Planned Assurance Work 2022-23' column of table, the Board asked if there had been consideration given to expanding this to include business continuity and resilience. Ms Priestman advised that this will be captured within the 'Review of pandemic recovery and response planning arrangements', and provided a detailed overview of the current frameworks in place within the IJJB and Inverclyde Council, including the review of Impact Analysis Documents and Business Continuity Plans undertaken by the Council's Resilience Management Team which she contributes to.

Decided: that the Internal Audit Annual Strategy and Plan for 2022-2023 be approved.

7 IJB Best Value Statement 2021/22

There was submitted a report by the Interim Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership appending the draft Best Value Statement in relation to how the IJJB has delivered Best Value during the previous financial year for approval.

The report was presented by Mr Given and detailed the statutory duty to secure best value, and that, as part of evidencing that, officers reviewed and updated the best Value Statement on an annual basis. The report advised that 10 key Audit Scotland Best Value prompts are considered in the Statement, and that draft responses to these were issued to IJJB members for comment, and 7 responses were received.

The Chair requested that going forward officers consider ways to increase the number of responses received from IJJB members, and emphasised the importance and value of this, and the Board suggested including it as a topic in a future Development session.

Decided:

(1) that the Best Value Statement be approved; and

(2) that it be remitted to officers to consider ways to promote responses to the Best Value questionnaire.

8 Inverclyde Integration Joint Board – Directions Update March 2022

There was submitted a report by the Interim Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership providing a summary of the Directions issued by Inverclyde Integration Joint Board to Inverclyde Council and NHS Greater Glasgow & Clyde in the period September 2021 to March 2022.

The report was presented by Ms Pollock and advised that a revised IJB Directions Policy and Procedure was approved by the IJB in September 2020 and as part of the agreed procedure the IJB Audit Committee had assumed responsibility for maintaining an overview of progress with the implementation of Directions, requesting a mid-year

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progress report and escalating key delivery issues to the IJB. This report is the third such report and covers the period September 2021 to March 2022.

The report provided an update on the Directions issued between September 2021 and March 2022, noting that 6 Directions were issued; 4 of which were to both Inverclyde Council and the Health Board, one to the Council only and one to the Health Board only.

Decided: that the contents of the report be noted.

9 External Audit – Proposed Audit Fee 2021/22

There was submitted a report by the Interim Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership advising of Audit Scotland's proposed External Audit Fee for 2021/22 of £27,960.

Decided: that approval be given to the proposed External Audit Fee for 2021/22.