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**INVERCLYDE INTEGRATION JOINT BOARD AUDIT COMMITTEE – 26 SEPTEMBER 2022**


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**Inverclyde Integration Joint Board Audit Committee**

**Monday 26 September 2022 at 1.00pm**

**Present:****Voting Members:**

Councillor Elizabeth Robertson (Chair)	Inverclyde Council
Councillor Lynne Quinn	Inverclyde Council
Simon Carr	Greater Glasgow & Clyde NHS Board

**Non-Voting Members:**

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

Kate Rocks	Chief Officer, Inverclyde Health & Social Care Partnership
Allen Stevenson	Head of Health & Community Care and Chief Social Work Officer, 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
George Barbour	Corporate Communications Manager

**Chair:** Councillor Robertson presided.

The meeting took place via video-conference.

**21 Apologies, Substitutions and Declarations of Interest 21**

Apologies for absence were intimated on behalf of:

David Gould	Greater Glasgow & Clyde NHS Board
Charlene Elliot	Third Sector Representative

No declarations of interest were intimated.

**22 Minute of Meeting of IJB Audit Committee of 27 June 2022 22**

There was submitted the Minute of the Inverclyde Integration Joint Board Audit Committee of 27 June 2022.

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

Referring to minute reference: page 9/paragraph 20 - '2021/22 Draft Annual Accounts', the Committee noted that they had not received clarification on what the 65.2% referred to represented. Mr Stevenson agreed to get this information to the Committee members.

Referring to minute reference: page 9/paragraph 20 – '2021/22 Draft Annual Accounts', the Committee requested an update on the status of the Workforce Plan. Mr Given advised that Inverclyde HSCP were at present in consultation with the Scottish Government and that a report would be forthcoming. The Committee expressed concerns that this would result in a delay to the Plan being implemented. Ms Rocks advised that a

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report on this matter would be brought to the next meeting of the Inverclyde Integration Joint Board (IJOB) irrespective of whether the consultation process with the Scottish Government had concluded.

**Decided:**

- (1) that the Minute be agreed; and
- (2) that it be remitted to officers to provide an update report on the Workforce Plan to the next meeting of the IJOB.

### 23 IJOB Audit Committee Rolling Annual Workplan 23

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

Referring to the entry 'Locality Planning Groups update report', the Committee noted that there was 'no timescale' listed against this item and requested an update. Mr Given advised that a report was currently being worked on.

**Decided:** that the Rolling Annual Workplan be noted.

### 24 Internal Audit Progress Report – 28 February to 26 August 2022 24

There was submitted a report by the Chief Officer, Inverclyde Health & Social Care Partnership on the progress made by Internal Audit during the period 28 February to 26 August 2022.

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

- 1) the audit plan for 2022/23 was approved at the IJOB Audit Committee meeting in March and two audit plans are scheduled to be undertaken which will be carried out between September 2022 and March 2023;
- 2) in relation to Internal Audit follow up, there was one action due for completion by 31 August 2022 which had missed the deadline set by management. There are 4 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 IJOB reported to NHS GG&C since the last Audit Committee meeting in March 2022; and
- 4) Internal Audit within Inverclyde Council and NHS GG&C have undertaken to follow up actions in accordance with agreed processes and will report progress to the respective Audit Committees.

Referring to the one action which had missed the deadline, the Committee asked for an explanation and Mr Given advised that there were a variety of reasons leading to the work taking longer than expected and that progress was being made.

The Committee asked for more detail on the two audits plans scheduled to be undertaken and Ms Priestman advised they would be on Workforce Planning Arrangements and Recovery and Resilience Arrangements.

**Decided:** that the progress made by Internal Audit in the period 28 February to 26 August 2022 be noted.

### 25 Status of External Audit Action Plans to 31 August 2022 25

There was submitted a report by the Chief Officer, Inverclyde Health & Social Care Partnership on the status of current actions from External Audit Action Plans at 31 August 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 August 2022. There are two current external audit actions being progressed by officers, all as detailed at appendix 1 to the report.

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**Decided:** that the progress to date in relation to the implementation of external audit plans be noted.

### 26 Internal Audit Annual Report and Assurance Statement 2021/2022 26

There was submitted a report by the Chief Officer, Inverclyde Health & Social Care Partnership appending the Internal Audit Annual Report and Assurance Statement 2021/2022, which forms part of the IJJB's Annual Governance Statement.

The report was presented by Ms Priestman who advised the Committee that the report concluded that the majority of the IJJB's established internal control procedures operated as intended and met management's control requirements for each area reviewed, and that the overall audit opinion was 'satisfactory'.

The Committee asked officers to clarify the purpose of the Assurance Statement, and Ms Priestman advised that it was considered by Audit Committee and then used by Mr Given in the preparation of the Annual Governance Statement which is included in the annual accounts produced for External Audit.

**Decided:** that the Internal Audit Annual Report and Assurance Statement 2021/2022 be approved.

### 27 IJB Risk Register 27

There was submitted a report by the Chief Officer, Inverclyde Health & Social Care Partnership (1) providing an update on the status of the IJJB Strategic risk register, and (2) appending the most recent Risk Register reviewed by officers on 24 January 2022.

The report was presented by Mr Given and noted that the register is reviewed twice a year and that there were changes to Risk 3 (Financial Sustainability/Resource Allocation), Risk 4 (Financial Implication of response to Covid 19) and Risk 10 (Overall HSCP Workforce) since this matter was previously reported.

Mr Given also advised the Committee that work was currently progressing on a revised risk process and it was his intention to reconvene the short-life working group established previously. Mr Given also noted that he would arrange a Development Session for early 2023.

Referring to Locality Planning, the Committee sought reassurance that there was a mechanism in place for the Community Engagement Groups to engage with the Locality Planning Groups. Mr Given and Mr Stevenson explained the process and Ms Rocks provided reassurance that as Chief Officer she provided a further level of scrutiny.

The Committee commented that Risks 5 and 10 were similar and asked for an explanation as to why they were listed as two separate Risks. Mr Given advised that they were listed separately to highlight them as a live issue, but noted the comments and would consider merging them as one Risk in the future.

Referring to the 'Additional Controls/Mitigating Actions & Time Frames with End Dates' column of the Risk Register, the Committee requested that specific timescales and actions be added and Mr Given agreed to consider this.

**Decided:** that the contents of the report be noted.

### 28 Inverclyde Integration Joint Board – Directions Update August 2022 28

There was submitted a report by the Chief Officer, Inverclyde Health & Social Care Partnership providing a summary of the Directions issued by the IJJB to Inverclyde Council and NHS Greater Glasgow & Clyde in the period March 2022 to August 2022.

The report was presented by Ms Pollock and advised that a revised IJJB Directions Policy and procedure was approved by the IJJB in September 2020 and as part of the agreed procedure the IJJB Audit Committee had assumed responsibility for maintaining an

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overview of progress with the implementation of Directions, requesting a mid-year progress report and escalating key delivery issues to the IJJB. This report is the fourth such report and covers the period March 2022 to August 2022.

The report provided an update, noting that 5 Directions were issued; 2 of which were to both Inverclyde Council and the Health Board, 2 to the Council only and 1 to the Health Board only.

The Committee requested that Directions noted as completed be removed from the list and Ms Pollock and Mr Given agreed to revise the list.

**Decided:** that the contents of the report be noted.