

INVERCLYDE INTEGRATION JOINT BOARD AUDIT COMMITTEE – 20 SEPTEMBER 2021

Inverclyde Integration Joint Board Audit Committee

Monday 20 September 2021 at 1.00pm

Present:

Voting Members:

Councillor Elizabeth Robertson (Chair)	Inverclyde Council
Councillor Luciano Rebecchi	Inverclyde Council
Paula Speirs (Vice Chair)	Greater Glasgow & Clyde NHS Board
Simon Carr	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
Craig Given	Chief Finance Officer, 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
George Barbour	Corporate Communications Manager, Inverclyde Council

Chair: Councillor Robertson presided.

The meeting took place via video-conference.

Prior to the commencement of business Councillor Robertson welcomed Mr Carr and Mr Given to the meeting, and congratulated Mr Given on his appointment as Chief Finance Officer and acknowledged that this was a return to the Audit Committee for Mr Carr.

24 Apologies, Substitutions and Declarations of Interest 24

No apologies for absence or declarations of interest were intimated.

25 Minute of Meeting of IJB Audit Committee of 29 March 2021 25

There was submitted the Minute of the Inverclyde Integration Joint Board Audit

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Committee of 29 March 2021.

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

Decided: that the Minute be agreed.

26 Minute of Meeting of IJB Audit Committee of 21 June 2021 26

There was submitted the Minute of the Inverclyde Integration Joint Board Audit Committee of 21 June 2021.

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

Decided: that the Minute be agreed.

27 IJB Audit Committee Rolling Annual Workplan 27

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

The Chair enquired about the progress of the entry for 24 January 2022 'Update on IJB Risk Register (After Risk Appetite Work)'. Mr Given advised that he would be setting up a short-life working group (SLWG), and it was agreed that the Chair, Mr Given, Ms Speirs and Ms McCrone would participate, and that Mr Alan Cowan, Chair of the Inverclyde Integration Joint Board, would be approached to become a member. It was acknowledged that the project may not be completed by 24 January 2022, but that the IJB Audit Committee would be informed of progress. Ms Priestman and Mr Stevenson offered assistance and support.

Decided:

(1) that the Rolling Annual Workplan be noted; and

(2) it be noted that (a) Mr Given will form a short-life working group, the membership of which will be the Chair, Mr Given, Ms Speirs, Ms McCrone, (b) Mr Cowan will be approached to join the group, and (c) a meeting will be arranged in due course.

28 Internal Audit Progress Report – 1 March to 27 August 2021 28

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 1 March to 27 August 2021.

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

a) there was one internal audit report finalised since the last Audit Committee meeting in March;

b) that the plan for 2020/2021 is complete and the plan for 2021/22 is underway;

c) in relation to Internal Audit follow up, there were no actions due for completion by 31 August 2021. There are 3 actions being progressed by officers, all as detailed in Appendix 1 to the report;

d) there have been no Internal Audit Reports relevant to the IJB reported to Inverclyde Council since the last Audit Committee meeting in March 2021;

e) 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;

f) in relation to External Audit action plans, there were 2 actions due for completion since the last Audit Committee meeting in March, both of which have been reported as completed. The status of External Audit actions will be reviewed by External Audit as

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part of their 2020-21 Annual Audit Plan and reported to Audit Committee in November 2021.

The Board requested clarification on the decision-making process involved in determining what is audited. Ms Priestman provided an overview of the audit services provided by Inverclyde Council, NHS GGC and external audit and how they linked together, advising that an audit service was provided which was strategic and proportionate. It was also noted decisions were based primarily on the IJB Risk Register, and reassurance was given that any new emerging risks could be captured.

The Board enquired if Ms Priestman had access to NHS GGC Audit Plans. Ms Priestman provided reassurance that regular progress reports from NHS GGC were provided and that nationally Internal Auditors had quarterly meetings during which matters relevant to IJBs were discussed.

There was discussion on the membership of the Audit Committee and if there was scope to include audit representation from NHS GGC. Ms Priestman advised that the internal audit function of NHS GGC is provided by external firms, who had declined an offer to participate in the wider IJB Chief Internal Auditor meetings when the IJBs were initially set up. Board Members suggested inviting NHS GGC auditors to the next meeting of the Audit Committee.

Decided:

- (1) that the progress made by Internal Audit in the period 1 March to 27 August 2021 be noted; and
- (2) that an invite be extended to Azets, the current NHS GGC internal auditors, to attend the next meeting of the Audit Committee.

29 Internal Audit Annual Report and Assurance Statement 2020/2021

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There was submitted a report by the Interim Chief Officer, Inverclyde Integration Joint Board appending the Internal Audit Annual Report and Assurance Statement for 2020/2021, which forms part of the IJB's Annual Governance Statement.

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

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

30 Inverclyde Integration Joint Board – Directions Update September 2021

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There was submitted a report by the 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 GGC for the period March to August 2021.

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 progress report and escalating key delivery issues to the IJB. This report is the second such report and covers the period March 2021 to August 2021.

The report provided an update on the Directions issued between March and August 2021, noting that 7 Directions were issued; 6 of which were to both Inverclyde Council and the Health Board, and one of which was to the Health Board only.

The Board enquired about the governance processes in place to ensure that Directions

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were implemented and Ms Pollock provided an overview of the procedures in place and reassurance that the log is monitored by Mr Stevenson and his Senior Management Team and that the IJB would be advised of any necessary matters. Mr Stevenson added that the reporting template could be adjusted to include 'Review date' and 'Status' columns if members thought this would be of assistance.

Decided: that the contents of the report be noted.