

Action Points Update 6th March 2018
Perth & Kinross IJB – Audit and Performance Committee

| Ref. | Min. Ref. | Meeting | Action | Responsibility | Timescale | Update/Comments |
|------|-----------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11 | 4.4 | 26/09/2017 | IJB Strategic Risk Framework to be renewed and brought back to a future meeting of the A&P Committee. Chief Finance Officer to circulate up to date risk register to members of the committee | JMS | February 2018 | AGENDA ITEM: Proposed Risk Workshop |
| 12 | 4.3 | 26/09/2017 | Chief Officer to seek assurance that Mental Health Care and Professional Governance Speciality Group will provide evidence of progress on a quarterly basis | RP | February 2018 | AGENDA ITEM: Mental Health Care & Professional Governance Group Quarterly Report |
| 13 | 4.3 | 26/09/2017 | NHST to be requested to work urgently with Chief Officer to identify resources to provide senior leadership capacity and capability across Inpatient Mental Health | RP | February 2018 | AGENDA ITEM: Mental Health Resources |
| 14 | 4.3 | 26/09/2017 | Regular updates required on progress made by NHST and PKC against relevant actions as identified in report G/17/156. Renew of Annual Internal Audit Reports. | JMS | February 2018 | AGENDA ITEM: Update on progress in implementing recommendations, |
| 15 | 6.2 | 26/09/2017 | Chief Internal Auditor to ask Director of Finance NHS Tayside to designate IJB Auditors as having same rights of access whilst conducting IJB Internal Auditors | TG | September 2017 | NHS Tayside Audit Committee has approved a paper requesting the NHS Tayside DoF to grant equal access to IJB auditors. Equivalent paper to P&K Council Audit Committee will be presented shortly. |

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| 16 | 6.1 | 26/09/2017 | Chief Officer request and update report from NHS for next meeting on Assurance and Accountability | RP | February 2018 | AGENDA ITEM- IJB Governance & Accountability Framework. |
| | 4.1 | 28/03/2017 | Update on IJB/NHST Assurance and Accountability - Draft Proposed 2016/17 Governance and Accountability arrangements between NHST and IJBs to be circulated to Audit & Performance Committee | TG | June 2017 | Verbal Update September 2017. Paper to IJB 3 November 2017. AGENDA ITEM: February 2018 |
| 17 | 5.1 | 26/09/2017 | Annual accounts to be referred to IJB for approval | JMS | September 2017 | COMPLETE |
| 20 | 4.5 | 28/03/2017 | Strategic Risk Framework - Development session for Audit & Performance Committee/Management Team potentially on a pan-Tayside basis to be set up during 2017/18 with consideration given to this being supported externally. | RP/JMS/TG | November 2017 | AGENDA ITEM: Proposed Risk Workshop as 4.4 above. |
| 21 | 5.3 | 17/06/17 | Clinical Care & Professional Governance Annual Report- a report in respect of PKC (Chief Social Work Officers Annual Report) would be submitted to the next meeting. | RP | September 2017 | Chief Social Work Officers Annual Report will be finalised December 2017. AGENDA ITEM: February 2018 |
| 23 | 7.1 | 17/06/17 | Performance Reporting- a standard performance report be developed following finalisation of the Annual Performance Report to be considered at the next meeting. | JMS | September 2017 | Agenda item February 2018: delayed discharges and unplanned admissions |

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| COMPLETED ACTIONS | | | | | | |
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| 1 | | 17/01/2017 | Include Standing Agenda Item for Declaration of Interest in all future meeting | SH | March onwards | Complete |
| 2 | 4 | 17/01/2017 | Revisions to Terms of Reference agreed. Paper to IJB to approve amendments | LD | 3rd February meeting | Complete |
| 3 | 8 | 17/01/2017 | CIPFA training content to be agreed with members prior to finalising dates | JS | February 2017 | Complete |
| 4 | | 17/01/2017 | Paper on Care and Professional Governance to come forward to next meeting. | RP | March 2017 | Complete |
| 5 | 7.1 | 17/01/2017 | Risk Register included for noting. Final draft to be brought to the next Meeting Noted the inclusion of Corporate Support as an additional Risk for inclusion in the final Risk Register | JS | March 2017 | Complete |
| 6 | 5.2 | 17/01/2017 | Governance Action Plan: for next meeting the inclusion of timescales for resolution or report back to be incorporated into the plan | JS | March 2017 | Complete |
| 7 | 4.2 | 28/03/2017 | Governance Action Plan - Future consideration to be given to the sufficiency of corporate support to progress financial modelling and other aspects of planning around Large Hospital Set Aside after progress. | RP / JS | June 2017 | Complete. (Now included in Transforming Governance Action Plan) |
| 8 | 3.3 | 28/03/2017 | Annual Accounts briefing session to be scheduled prior to formal consideration by the Audit & Performance Committee in September 2017 | JS | August 2017 | Complete |
| 9 | 5.5 | 17/01/2017 | Performance - Time to be set aside at the next meeting for further discussion on performance indicators. | JS | March 2017 | Complete |

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| 10 | 6.3 | 17/06/17 | Letter to be issued to the Chairs of NHS Tayside and Perth & Kinross Council Audit Committees confirming that adequate and effective governance arrangements were in place throughout the Perth & Kinross Integration Joint Board during the financial year 2016/17. | JMS | June 2017 | Complete |
| 19 | 4.4 | 28/03/2017 | Protocol for sharing Audit Reports - Proposal to come to June Audit & Performance Committee | TG | June 2017 | Complete |
| 22 | 5.6/ 5.7 | 17/06/17 | Draft Internal Audit Annual Report for PKC and NHST to circulate to members and formally considered thereafter at the next meeting. | TG/JC | September 2017 | Complete |