

AUDIT AND PERFORMANCE COMMITTEE OF THE PERTH AND KINROSS INTEGRATION JOINT BOARD

Minute of Meeting of the Audit and Performance Committee of the Perth and Kinross Integration Joint Board (IJB) held in Room 415, Fourth Floor, Council Building, 2 High Street, Perth on Tuesday 19 June 2018 at 1.30pm.

Present: Councillors C Ahern (Chair) and E Drysdale, Perth and Kinross Council; J Foulis, Associate Nurse Director, NHS Tayside; S Hay, Tayside NHS Board; and B Campbell, Carer Public Partner.

In Attendance: R Peat, Tayside NHS Board; R Packham, Chief Officer; J Smith, Chief Financial Officer; D Fraser, S Strathearn, D Mitchell, S Gourlay and P Jerrard (all Perth and Kinross Health and Social Care Partnership); S Hendry, Democratic Services, Perth and Kinross Council; T Gaskin, Chief Internal Auditor, Perth and Kinross IJB; and J Clark, Chief Internal Auditor, Perth and Kinross Council.

Apology: E Devine, Perth and Kinross Health and Social Care Partnership.

1. WELCOME AND APOLOGIES

Councillor Ahern welcomed all those present to the meeting and an apology was submitted and noted as above.

2. DECLARATIONS OF INTEREST

In terms of the Perth and Kinross Integration Joint Board Code of Conduct, Councillor E Drysdale declared a non-financial interest as Convener of the Perth and Kinross Council Audit Committee.

3. MINUTE OF PREVIOUS MEETING

3.1 MINUTE OF MEETING OF 6 MARCH 2018

The minute of meeting of the Audit and Performance Committee of the Perth and Kinross Integration Joint Board of 6 March 2018 was submitted and approved as a correct record.

3.2 ACTION POINTS UPDATE

The Action Point Update (Report G/18/77) from the meeting of 6 March 2018 was submitted and noted.

3.3 MATTERS ARISING

(i) Governance and Accountability Arrangements Update (Item 4.1 refers)

It was noted that in relation to governance and accountability arrangements, the Chief Officer was continuing to have meetings with senior officers from both Perth and Kinross Council and NHS Tayside with work in progress.

4. GOVERNANCE

4.1 TRANSFORMING GOVERNANCE ACTION PLAN UPDATE

There was submitted a report by the Chief Finance Officer (G/18/78) providing a further update on progress in taking forward the key actions set out in the Transforming Governance Action Plan approved by the Audit & Performance Committee in June 2017.

Resolved:

- (i) The progress made to date in taking forward the Transforming Governance Action Plan, as set out in Appendix 1 of Report G/18/78, be noted.
- (ii) The Chief Officer to provide a further update at the next meeting of the Committee on progress with a training and development plan and performance for IJB members.

5 ASSURANCE: INTERNAL CONTROL AND RISK MANAGEMENT

5.1 AUDIT RECOMMENDATIONS UPDATE

There was submitted a report by the Chief Finance Officer (G/18/79) providing the Committee with progress on the implementation of all internal and external audit recommendations arising since the formal inception of the Integration Joint Board.

Resolved:

- (i) The progress made to date on implementing agreed recommendations, as set out in Report G/18/79, be noted;
- (ii) It be agreed that a Sub-Committee of the Audit and Performance Committee be established to replace the current remit of the Clinical and Care Governance Forum;
- (iii) The Chief Officer be instructed to progress this and report back to the next meeting of the Committee, with a revised terms of reference of the Audit and Performance Committee to be submitted to the next meeting of the IJB.

5.2 STRATEGIC RISK MANAGEMENT REVIEW UPDATE

The Chief Finance Officer provided a verbal update on the Strategic Risk Management Review.

In line with the Transforming Governance Action Plan, a set of risk workshops had been scheduled with one completed at present. Another two dates had been postponed to allow further details to be developed on the proposed programmes of care approach. It was still planned to hold a joint risk workshop for IJB members in September.

The Committee noted the position.

5.3 2017/18 IJB COMPLAINTS REPORT

The Chief Officer reported that complaints could relate to either NHS Tayside, Perth and Kinross Council or the IJB. There had been only one complaint to the IJB so far and the majority of complaints for NHS Tayside related to prisoner healthcare. It was suggested that the monitoring of complaints be overseen by this Committee in future.

The importance of capturing and reporting on compliments as well as complaints was highlighted as well as managing negative comments received via social media. It was agreed that the Chief Officer would raise these issues as part of the development of a communications strategy.

The Committee noted the position.

5.4 NHS TAYSIDE CLINICAL CARE AND PROFESSIONAL GOVERNANCE ANNUAL REPORT

There was submitted and noted the NHS Tayside Report of the Clinical and Care Governance Committee 2017-18 (Report G/18/80).

5.5 CHIEF INTERNAL AUDITOR'S ANNUAL REPORT AND ASSURANCE STATEMENT 2017/18

There was submitted a copy of the Chief Internal Auditor's Annual Internal Audit Report 2017/18 (Report G/18/81) for the Perth and Kinross Integration Joint Board. T Gaskin, Chief Internal Auditor, provided the Board with a summary of the report.

Resolved:

The contents of Report G/18/81, and the Chief Internal Auditor's conclusion that reliance can be placed on the IJB's governance arrangements and systems of internal controls for 2017/18, be noted.

5.6 APPOINTMENT OF INTERNAL AUDITORS 2018/19

There was submitted a report by the Chief Finance Officer (G/18/82) seeking approval for proposed Internal Audit Arrangements for 2018/19.

Resolved:

The appointment of T Gaskin as Chief Internal Auditor, and FTF as the IJB's Internal Auditors for 2018/19, be approved.

6 ANNUAL ACCOUNTS 2017/18

6.1 UNAUDITED ANNUAL ACCOUNTS 2017/18

There was submitted a report by the Chief Finance Officer (G/18/83) presenting the Integration Joint Board's Unaudited Annual Accounts for the financial year 2017/18 in accordance with the Local Authority Accounts (Scotland) Regulations 2014.

Resolved:

The Unaudited Annual Accounts 2017/18, as set out in Report G/18/83, be approved for submission to and consideration by the IJB on 22 June 2018.

6.2 ANNUAL GOVERNANCE STATEMENT

There was submitted a report by the Chief Finance Officer (G/18/84) seeking approval of the Annual Governance Statement for financial year 2017/18 which provides assurance as to the effectiveness of the Integration Joint Board's governance framework and in particular the system of internal control.

Resolved:

- (i) The 2017-2018 Annual Governance Statement, as set out in Appendix 1 of Report G/18/84, be approved;
- (ii) A letter to be issued to the Chairs of both Audit Committees of NHS Tayside and Perth and Kinross Council confirming that adequate and effective governance arrangements were in place throughout Perth and Kinross Integration Joint Board during the year 2017/18.

7 PERFORMANCE REVIEW

7.1 ANNUAL PERFORMANCE REPORT 2017/18

Due to the timescales involved in the publication of the Annual Performance Report 2017/18 by 31 July 2018, it was agreed that the IJB would be asked to agree at its meeting on 22 June 2018 that the Chief Officer circulate the draft report to Board Members for comment and a special meeting of the Audit and Performance Committee to be called to approve the report prior to 31 July 2018. This meeting would either take place physically or virtually depending on members' availability during the recess period.

7.2 PERFORMANCE FRAMEWORK FOR OLDER PEOPLE AND UNSCHEDULED CARE

There was submitted a report by the Chief Finance Officer (G/18/86) seeking to provide the Audit and Performance Committee with a proposed set of indicators that will support the understanding of the Partnership's performance in relation to the Programme of Care: Older People / Unscheduled Care.

Resolved:

- (i) The proposed indicator set, as set out in Report G/18/86, be noted;
- (ii) The development of Programmes of Care, as set out in Report G/18/86, be noted;
- (iii) It be noted that the setting of targets and monitoring will be the responsibility of the Older People / Unscheduled Care Programme Board;

- (iv) It be noted that the format of reporting to the Audit and Performance Committee will move to a qualitative and quantitative approach;
- (v) Six monthly reports on performance will be submitted to the Audit and Performance Committee moving forward.

8 FOR INFORMATION / NOTING

(i) Inspections

J Foulis reported that a recent inspection had taken place in HMP Perth on care needs with a formal report expected in September 2018.

A further recent unannounced inspection on older people had taken place at Perth Royal Infirmary.

The Committee noted the position.

9 PRIVATE DISCUSSION

There was no private discussion between members of the Committee and the Chief Internal Auditor.

10 DATE OF NEXT MEETING

Tuesday 18 September 2018 at 1.00pm

11 VALEDICTORY

It was noted that this was Councillor Chris Ahern's last meeting as both Chair and a member of the Committee. S Hay and other members thanked Councillor Ahern for his contribution and commitment to the work of the Committee since his appointment.