

## **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 the Council Chambers, Ground Floor, Council Building, 2 High Street, Perth on Tuesday 26 September 2017 at 12.00pm.

**Present:** Councillors C Ahern and E Drysdale, Perth and Kinross Council; L Dunion, Tayside NHS Board (Chair); B Campbell, Carer Representative (from Item 4.3 onwards); and J Foulis, Associate Nurse Director, NHS Tayside.

**In Attendance:** R Packham, Chief Officer; J Smith, Chief Finance Officer; D Fraser, E Devine, S Strathearn and C Hendry, Perth and Kinross Health and Social Care Partnership; S Hendry and A Taylor, Democratic Services, Perth and Kinross Council; T Gaskin, Chief Internal Auditor, NHS Tayside; and N Dyce, KPMG.

**Apologies:** S Hay and J Clark.

### **1. WELCOME AND APOLOGIES**

L Dunion welcomed all those present to the meeting and apologies were 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 in Item 6.2 on the agenda as Convener of the Perth and Kinross Council Audit Committee.

### **3. MINUTE OF PREVIOUS MEETING**

#### **3.1 MINUTE OF MEETING OF 27 JUNE 2017**

The minute of meeting of the Audit and Performance Committee of the Perth and Kinross Integration Joint Board of 27 June 2017 was submitted and approved as a correct record.

#### **3.2 ACTION POINTS UPDATE**

The Action Point Update (Report G/17/154) from the meeting of 27 June 2017 was submitted and noted.

#### **3.3 MATTERS ARISING**

There were no matters arising from the previous minute.

#### **4. ASSURANCE: INTERNAL CONTROL AND RISK MANAGEMENT**

##### **4.1 CHAIR, NHS TAYSIDE AUDIT COMMITTEE STATEMENT ON GOVERNANCE AND INTERNAL CONTROL**

There was submitted and noted a letter by the Chair of the NHS Tayside Audit Committee (G/17/155) providing assurances on governance and internal control by Tayside NHS Board.

##### **4.2 CHAIR, PERTH AND KINROSS COUNCIL AUDIT COMMITTEE STATEMENT ON GOVERNANCE AND INTERNAL CONTROL**

There was submitted and noted a letter by the Chair of Perth and Kinross Council's Audit Committee providing assurances on governance and internal control by Perth and Kinross Council.

##### **4.3 REVIEW OF ANNUAL INTERNAL AUDIT REPORTS: PERTH AND KINROSS COUNCIL / NHS TAYSIDE**

There was submitted a report by the Chief Finance Officer (G/17/156) summarising material issues arising within the 2016/17 Annual Audit Reports for NHS Tayside and Perth and Kinross Council that were pertinent to the Perth and Kinross Integration Joint Board and its ability to deliver its strategic aims and objectives.

###### **Resolved:**

- (i) The contents of Report G/17/156 be noted.
- (ii) The need for regular updates to the Audit and Performance Committee on progress by NHS Tayside and Perth and Kinross Council against a number of key actions, as set out in Report G/17/156, be agreed.
- (iii) NHS Tayside be requested to work urgently with the Chief Officer to identify the resources to provide sustainable senior leadership capacity and capability across Inpatient Mental Health.
- (iv) The progress made locally and through the regular reporting mechanisms to the Committee to monitor and scrutinise the performance of the Perth and Kinross Local Joint Forum for CCPG against the objectives of the Strategic Plan and evolving standards of practice be noted.
- (v) The Chief Officer be instructed to seek assurance that the Mental Health Care and Professional Governance Specialty Group will provide evidence of progress against objectives on a quarterly basis.

##### **4.4 STRATEGIC RISK FRAMEWORK: UPDATE**

There was submitted a report by the Chief Finance Officer (G/17/157) updating the Audit and Performance Committee on progress with the partnership strategic risk management framework and proposed further development.

###### **Resolved:**

- (i) The progress to date on updates to the Strategic Risk Framework be noted.
- (ii) The ongoing programme for individual risks which is discussed at the Chief Officers' Group meetings on a rolling basis be noted.

- (iii) It be noted that the current Strategic Risk Framework would be subject to a full review in November 2017, the results of which would be brought to a future meeting of the Audit and Performance Committee.
- (iv) The Chief Finance Officer to circulate the up to date risk register to members of the Committee.

#### **4.5 APPOINTMENT OF INTERNAL AUDITORS 2017/18**

There was submitted a report by the Chief Finance Officer (G/17/158) seeking approval for proposed Internal Audit Arrangements for 2017/18.

**Resolved:**

- (i) The appointment of Tony Gaskin (as Chief Internal Auditor) and FTF as the Integration Joint Board's Internal Auditors for 2017/18 be approved;
- (ii) The significant contribution of Perth and Kinross Council's Internal Audit Team to the annual work also be noted.

#### **4.6 INTERNAL AUDIT PLAN 2017/18**

There was submitted a report by the Chief Internal Auditor (G/17/159) seeking approval of the Annual Internal Audit Plan for the Perth and Kinross Integrated Joint Board for 2017/18.

**Resolved:**

The 2017/18 Annual Internal Audit Plan, as detailed in Report G/17/159, be approved.

IT WAS AGREED TO CONSIDER ITEMS 6.1 AND 6.2 ON THE AGENDA AT THIS POINT

### **6. GOVERNANCE DEVELOPMENT**

#### **6.1 ASSURANCE/ACCOUNTABILITY INTEGRATION JOINT BOARD/PERTH AND KINROSS COUNCIL/NHS TAYSIDE**

It was agreed that the Chief Officer would request an update report from NHS Tayside to be submitted to the next meeting of the Committee on assurance and accountability for the IJB.

#### **6.2 INTERNAL AUDIT OUTPUT SHARING PROTOCOL**

There was submitted a report by the Chief Internal Auditor (G/17/161) considering how relevant audit outputs of the IJB, NHS Tayside and Perth and Kinross Council should be shared.

**Resolved:**

- (i) The paper attached to Report G/17/161 be noted as a basis for agreement with partner NHS Tayside and Local Authority Audit Committees.
- (ii) The Director of Finance, NHS Tayside be requested, through the IJB's Chief Internal Auditor, to designate IJB auditors as having the same rights of access whilst conducting relevant IJB Internal Audits.

## **5. ANNUAL ACCOUNTS**

### **5.1 ANNUAL ACCOUNTS 2016/17**

There was submitted a report by the Chief Finance Officer (G/17/160) presenting the Integration Joint Board's Audited Annual Accounts for the period to 31 March 2017.

N Dyce, KPMG, provided members with a brief presentation on the Annual Accounts and answered questions from members.

#### **Resolved:**

- (i) The contents of Audit Scotland's Annual Report to Members and the Controller of Audit on the 2015/16 Audit be noted.
- (ii) The Audited Annual Accounts for 2016/17 be approved and referred to the Integration Joint Board for final approval later that day.

### **6.3 UPDATE: TRANSFORMING GOVERNANCE ACTION PLAN**

There was submitted a report by the Chief Finance Officer (G/17/165) providing the Committee with an update on progress in taking forward the key actions set out in the Transforming Governance Action Plan shared with the Audit and Performance Committee in June 2017.

#### **Resolved:**

The progress made to date on the Transforming Governance Action Plan, as detailed in Report G/17/165), be noted.

## **7. PERFORMANCE REVIEW**

### **7.1 DRAFT RAG PERFORMANCE REPORT**

C Hendry and S Strathearn provided the Committee with a slide based presentation giving an overview of the Draft RAG Performance Report.

It was agreed that a more detailed report would be submitted to the next meeting of the Committee in November 2017 and that this subject would be considered at a future IJB development session.

## **8. PRIVATE DISCUSSION**

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

## **9. DATE OF NEXT MEETING**

Tuesday 28 November 2017 at 1.00pm.