

## **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 6 March 2018 at 1.00pm.

**Present:** Councillors C Ahern (Chair) and E Drysdale, Perth and Kinross Council; J Foulis, Associate Nurse Director, NHS Tayside (from Item 4.2 onwards); S Hay, Tayside NHS Board (from Item 3.2 onwards)

**In Attendance:** R Packham, Chief Officer; J Smith, Chief Financial Officer; J Pepper, D Fraser, E Devine, S Strathearn, A Smith and P Jerrard, Perth and Kinross Health and Social Care Partnership; A Taylor, Democratic Services, Perth and Kinross Council; J Triebs, representing Chief Internal Auditor, NHS Tayside; K Russell, NHS Tayside (from Item 5.1 onwards), N Dyce, KPMG.

**Apologies:** B Campbell and J Clark.

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

C Ahern welcomed all those present to the meeting and apologies were submitted and noted as above.

### **2. DECLARATIONS OF INTEREST**

There were no Declarations of Interest made in terms of the Perth and Kinross Integration Joint Board Code of Conduct.

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

#### **3.1 MINUTE OF MEETING OF 26 SEPTEMBER 2017**

The minute of meeting of the Audit and Performance Committee of the Perth and Kinross Integration Joint Board of 26 September 2017 was submitted and approved as a correct record.

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

The Action Point Update (Report G/18/25) from the meeting of 26 September 2017 was submitted and noted.

#### **3.3 MATTERS ARISING**

There were no matters arising from the previous minute.

### **3.4 IMPLEMENTATION OF RECOMMENDATIONS**

The Chief Financial Officer advised that this item had been withdrawn from the agenda and would be submitted to a future meeting of the Audit and Performance Committee.

## **4. GOVERNANCE DEVELOPMENT**

### **4.1 GOVERNANCE & ACCOUNTABILITY ARRANGEMENTS: UPDATE**

There was submitted a report by the Chief Financial Officer (G/18/26) providing an update on the progress made in formalising with both NHS Tayside and Perth and Kinross Council the governance and accountability arrangements for Perth and Kinross Integration Joint Board.

**Resolved:**

- (i) The contents of Report G/18/26 be noted.
- (ii) The Chief Officer be instructed to facilitate reaching clear and formal agreement with Perth and Kinross Council and NHS Tayside on the arrangements for governance and accountability.
- (iii) The Chief Officer be instructed to submit a paper to the Integration Joint Board within six months setting out in detail the governance arrangements and routes for reporting, decision making and assurance.

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

There was submitted a report by the Chief Financial Officer (G/18/27) providing an update on progress made in taking forward the key actions set out in the Transforming Governance Action Plan shared with the Audit and Performance Committee back in June 2017.

**Resolved:**

The contents of Report G/18/27 be noted.

## **5 RISK MANAGEMENT**

### **5.1 STRATEGIC RISK MANAGEMENT**

There was submitted a report by the Chief Financial Officer (G/18/28) providing an update on risk management and seeking approval of the scope of the proposed workshop to be held.

**Resolved:**

The Chief Financial Officer be instructed to make arrangements for a workshop on Risk Management to be held with expert facilitation provided to ensure full and clear understanding for officers and IJB members attending.

## **5.2 RESOURCES TO SUPPORT MENTAL HEALTH**

The Chief Officer provided a verbal update on the resources available to support mental health. He advised that there had been a lot of work ongoing around the culture of mental health, specifically a piece of work supported by Mental Health Scotland where they worked with Directors of NHS Tayside. He further advised that a Steering Group has been brought together to support the process of managing any changes. He stressed that it was important to note that mental health is very demanding on the time of Senior Management of the Health and Social Care Partnership but would like to reassure the Committee that quality is at the forefront of all their thinking.

The Committee noted the position.

## **6 CLINICAL CARE & PROFESSIONAL GOVERNANCE**

### **6.1 CHIEF SOCIAL WORK OFFICER ANNUAL REPORT 2016/17**

There was submitted a report by the Chief Social Work Officer (G/18/29) (1) providing an overview of social work and social care in Perth and Kinross during financial year 2016/17; (2) setting out how social care and social work services were being delivered and the key challenges in planning and delivering improvement through service redesign and transformation; and (3) showing how well social care and social work services are responding to new responsibilities associated with major legislative and policy direction as well as managing increasing demand and associated budget pressures.

**Resolved:**

The contents of Report G/18/29 be noted.

### **6.2 CLINICAL, CARE & PROFESSIONAL GOVERNANCE PROGRESS REPORT**

There was submitted a report by the Chair of Clinical Care Governance (G/18/30) providing an update on arrangements for Care and Professional Governance across the partnership, and the activities and progress made to date led by the Care and Professional Governance Forum.

**Resolved:**

- (i) The activity and progress made to date regarding the partnership arrangements for Care and Professional Governance as detailed in Report (G/18/30) be noted.
- (ii) A further update on the actions to meet the recommendations made within the recent Internal Audit report be submitted to the next meeting of the Audit and Performance Committee in June 2018.

### **6.3 MENTAL HEALTH CARE & PROFESSIONAL GOVERNANCE GROUP QUARTERLY REPORT**

K Russell, Chair of the Mental Health Care and Professional Group provided a verbal update on the primary focus of the Mental Health Care and Professional Group, he made reference to how the Group was established, the importance of having a clear action log where actions and needs have been identified, with the correct balance between scrutiny and assurance. He stressed the need to have appropriate risk managers in place across the four organisations (the 3 Partnerships and NHS Board) with delegated authority to make changes if required.

The Committee noted the position.

## **7 INTERNAL AUDIT**

### **7.1 INTERNAL AUDIT PROGRESS REPORT**

There was submitted a report by the Chief Internal Auditor (G/18/31) briefing the Committee on the completion of the 2016/17 internal audit plan and the progress made to date on the 2017/18 internal audit plan.

#### **Resolved:**

- (i) It be noted that the 2016/17 internal audit plan has been completed.
- (ii) The progress on the 2017/18 internal audit plan, as detailed in Report G/18/31, be noted.

### **7.2 INTERNAL AUDIT REPORT ON CLINICAL, CARE & PROFESSION GOVERNANCE**

There was submitted a report by the Chief Internal Auditor, NHS Tayside (G/18/32) providing the Audit and Performance Committee with the Chief Internal Auditor's recent audit carried out on the implementation of the Clinical, Care and Professional Governance Framework.

#### **Resolved:**

The contents of Report G/18/32 be noted.

## **8 EXTERNAL AUDIT**

### **8.1 2017/18 EXTERNAL AUDIT PLAN**

There was submitted a copy of the Perth and Kinross Integration Joint Board Audit Strategy for the year ending 31 March 2018 produced by the External Auditors, KPMG.

N Dyce from KPMG provided the Committee with a brief summary of the main headlines of the report and answered questions from members.

#### **Resolved:**

The contents of Report G/18/33 be noted.

## **9 PERFORMANCE REVIEW**

### **9.1 DELAYED DISCHARGE PERFORMANCE FOR 6 MONTHS TO 30 SEPTEMBER 2017**

There was submitted a report by the Chief Officer (G/18/34) providing the Committee with an understanding of the Partnership's performance in relation to Delayed Discharge for the first 6 months of the year, the factors impacting on performance; improvement actions being taken forward and the trajectory for improvement being developed.

**Resolved:**

The contents of Report G/18/34 be noted.

### **9.2 UNPLANNED ADMISSIONS AND UNPLANNED OBD (OCCUPIED BED DAYS)**

E Devine, Head of Health, provided the Committee with a slide based presentation giving an overview on the figures involved with unplanned admissions and unplanned hospital bed days in Perth and Kinross.

It was agreed that a copy of E Devine's presentation would be circulated to Councillors Ahern and Drysdale.

### **9.3 UNDERSTANDING PROGRESS UNDER INTEGRATION**

There was submitted a report by the Chief Officer (G/18/35) providing the Committee with an understanding of the Partnership's performance in relation to three of the high level national indicators agreed by the Ministerial Strategic Group for Health and Community Care (MSG) for Integration Authorities.

**Resolved:**

The contents of Report G/18/35 be noted.

## **10 PRIVATE DISCUSSION**

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

## **11 DATES OF NEXT MEETING / DEVELOPMENT SESSION**

Tuesday 17 April 2018 – Briefing / Development Session  
Tuesday 26 June 2018 – Full Meeting