

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

Minute of hybrid meeting of the Audit and Performance Committee of the Perth and Kinross Integration Joint Board (IJB) held via Microsoft Teams on Monday 11 March 2024 at 10.00am (delayed 30 minutes due to technical issues in Council Chambers).

**Present:** Councillors S McCole (Chair) and D Illingworth (both Perth and Kinross Council) and B Campbell (Carer Public Partner).

**In Attendance:** L Hunter (IJB Member), D Mitchell, Chief Finance Officer, M Grant, P Jerrard, C Jolly, G Morrison, K Ogilvy (all Perth and Kinross Health and Social Care Partnership); J Clark (Chief Internal Auditor); M Bruce (External Audit); S Hendry, A Taylor, A Brown and M Pasternak (all Corporate and Democratic Services, Perth and Kinross Council).

**Apologies:** B Hamilton and M Black (both NHS Tayside Board); S Watts (Third Sector Forum); and J Pepper, Chief Officer – Health and Social Care Partnership

Councillor S McCole, Chair.

## **1. WELCOME AND APOLOGIES**

Councillor S McCole welcomed all those present to the meeting and apologies for absence 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. MINUTES**

### **3.1 MINUTE OF MEETING OF THE AUDIT AND PERFORMANCE COMMITTEE OF 11 DECEMBER 2023 FOR APPROVAL**

The minute of meeting of the Audit and Performance Committee of the Perth and Kinross Integration Joint Board of 11 December 2023 was submitted and approved as a correct record.

### **3.2 ACTION POINTS UPDATE**

The Action Points Update (Report G/24/25) was submitted and updates provided thereon.

### **3.3 MATTERS ARISING**

There were no matters arising.

## **4. PERFORMANCE**

### **4.1 2023/24 FINANCIAL POSITION**

There was submitted a report by the Chief Finance Officer (G/24/26) providing an update on the projected financial position based on the period 1 April 2023 to 31 December 2023.

B Campbell referred to Paragraph 3.9 and expressed some concern around the underspends in Day Care and more specifically Respite Care and queried whether this was down to the lack of challenges people were facing accessing these services instead of a lack of demand for them. In response, K Ogilvy confirmed that the underspend in relation to Respite Care is certainly not down to a lack of demand for this service but more down to people choose particular care homes in certain geographical areas. He also confirmed that the Policy and Commissioning Team were looking into these issues further with a view to trying to resolve them.

Councillor McCole referred to the projected reserves position and queried what this would be in terms of a percentage. In response, D Mitchell confirmed that the £4.0m project general reserve level would be 1.6% of the budget which is currently below the reserves policy aspirations.

#### **Resolved:**

- (i) The overall projected out-turn for 2023/24 based on financial performance to 31 December 2023, be noted.
- (ii) It be noted that the Chief Officer and Executive Management Team are working on actions to mitigate cost pressures in the current year.
- (iii) The financial risks as detailed in Section 6 of Report G/24/26, be noted.

### **4.2 KEY STRATEGIC PERFORMANCE INDICATOR REPORT – QUARTER THREE**

There was submitted a report by the Chief Officer (G/24/27) providing an update on strategic performance and the delivery of approved outcomes when considering our Learning Disability and Autism Strategy.

Councillor McCole expressed her congratulations to the team on the work that has been carried out on Learning Disability and Autism. She also referred to how data is gathered and queried whether this is collected solely by speaking to service users or whether discussions take place with family members / guardians. In response, G Morrison confirmed that information was gathered from both service users and family members / guardians not only via the survey but also through Strategic Groups, Consultations and Workshops.

Councillor Illingworth referred to Appendix 1.2, specifically the two National Indicators on emergency admissions that are showing red and queried what strategies are being put in place to try and reduce the admissions. In response, K Ogilvy confirmed that there was currently a lot of work ongoing to try and reduce the number of people being admitted to hospital in emergency situations. He also advised that during the current budget setting process, the emphasis is on trying to keep funding available to keep community-based services up to full capacity and

working as effectively as possible to try and reduce the risk of people being unnecessarily admitted to hospital utilising our LINK Service.

**Resolved:**

- (i) The Health and Social Care Partnership's strategic performance in relation to the core suite of integration indicators, as detailed in Report G/24/27, be noted.
- (ii) The progress made in the delivery of the outcomes defined within the Learning Disability and Autism Strategy, including the addition of a new outcome as detailed in Appendix 2 to Report G/24/27, be noted.

## **5. GOVERNANCE AND ASSURANCE**

### **5.1 STRATEGIC RISK MANAGEMENT UPDATE**

There was submitted a report by the Chief Officer (G/24/28) providing updates on (1) the Integration Joint Board Strategic Risk Register; (2) the progress of the improvement actions being taken to improve the overall control environment to further mitigate risk; and (3) on new or emerging risks and any material changes to existing risks.

Councillor Illingworth referred to SR04 – Sustainable Capacity and Flow and queried whether this should also be marked 'red' given that SR01 and SR02 are both red and can have a significant impact on Sustainable Capacity and Flow. In response, K Ogilvy advised that it is a very fluid situation which is monitored on a near hourly basis with work continually being carried out via a variety of measures to mitigate any detrimental impact either SR01 or SR02 have on Sustainable Capacity and Flow.

**Resolved:**

- (i) The increase in risk exposure for SR06 Viability of Commissioned providers, be noted.
- (ii) The new narrative as set out at Section 3.4 for Strategic Risk SR11 – Sustainability of Primary Care Services Strategic Risk, be noted.
- (iii) The new strategic risk SR15 as set out at Section 3.5 of Report G/24/28, concerning the Whole System Mental and Learning Disabilities Change Programme, be noted.
- (iv) The IJB's Strategic Risk Register and Strategic Risk Improvement Plan as detailed in Report G/24/28, be approved.

### **5.2 INTERNAL AUDIT PROGRESS REPORT**

There was submitted a report by the Chief Internal Auditor (G/24/29) providing an update on progress in relation to Internal Audit's planned activity.

**Resolved:**

The progress made in the delivery of the 2022/23 and 2023/24 plans, be noted.

### **5.3 AUDIT STRATEGY**

There was submitted a copy of the Perth and Kinross Integration Joint Board Annual Audit Plan 2023/24 (G/24/30) providing a summary of the work plan for their 2023/24 external audit.

M Bruce from Audit Scotland provided the Committee with a summary of the main headlines of the plan and answered questions from members.

**Resolved:**

The contents of Report G/24/30 be noted.

### **5.4 EXTERNAL AUDIT – PROPOSED AUDIT FEES 2023-24**

There was submitted a report by the Chief Finance Officer (G/24/31) presenting the proposed External Audit Fee for 2023/24 for approval.

Councillor Illingworth referred to the rebate detailed in Table 1 of Paragraph 2.4 and queried why there was a significant reduction from the 2022/23 audit. In response, D Mitchell confirmed this was down to reduced travel and subsistence costs. M Bruce also confirmed that to be more efficient and effective more work is now being carried out on-site therefore this results in increased travel and subsistence costs.

**Resolved:**

- (i) Audit Scotland's explanation for the increase in base fee, be noted.
- (ii) The proposed External Audit fee for 2023/24 as detailed in Report G/24/31, be approved.

## **6. CLINICAL CARE GOVERNANCE**

### **6.1 CLINICAL AND CARE GOVERNANCE ASSURANCE**

There was submitted a report by the Chief Officer (G/24/32) providing assurance in respect of Clinical, Care and Professional Governance arrangements in place for delegated and hosted services managed by Perth and Kinross Health and Social Care Partnership (PKHSCP).

**Resolved:**

- (i) The responsibilities of Perth and Kinross Integration Joint Board in respect of Clinical, Care and Professional Governance and those of IJB's partners, as detailed in Report G/24/32, be noted.
- (ii) The arrangements in place for providing the IJB with assurance that effective and robust systems of Clinical, Care and Professional Governance are in place, as detailed in Report G/23/176, be noted.
- (iii) It be noted that NHS Tayside's Care Governance Committee received a full report regarding Clinical and Care Governance as detailed in Appendix 1 of Report G/24/32 on 5 December 2023 where it was agreed the report provided reasonable assurance.
- (iv) It be noted that Perth and Kinross Council's Scrutiny and Performance Committee received the same full report regarding Clinical and Care

Governance as detailed in Appendix 1 of Report G/24/32 on 31 January 2024 where it was agreed the report provided reasonable assurance.

- (v) It be noted that the Chief Officer confirms the effectiveness of the above systems in place in the IJB's partner organisations.

## **7. FOR INFORMATION**

There were submitted and noted the following reports for information:

### **7.1 PERTH AND KINROSS IJB AUDIT AND PERFORMANCE COMMITTEE WORK PLAN 2022/23 (G/24/33)**

### **7.2 PERTH AND KINROSS IJB AUDIT AND PERFORMANCE COMMITTEE WORK PLAN 2024/25 (G/24/34)**

### **7.3 PERTH AND KINROSS IJB AUDIT AND PERFORMANCE RECORD OF ATTENDANCE 2022/23 (G/24/35)**

## **8. PRIVATE DISCUSSION**

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

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

Monday 24 June 2024 at 9.30am.