

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 in the Council Chambers on Monday 26 June 2023 at 9.30am.

Present: B Hamilton (Chair) and M Black (both Tayside NHS Board), Councillors D Illingworth and S McCole (both Perth and Kinross Council) B Campbell (Carer Public Partner) and S Watts (Third Sector Forum).

In Attendance: D Mitchell, Acting Chief Financial Officer, E Devine, C Jolly, M Grant, K Ogilvy, Z Robertson, and P Jerrard (all Perth and Kinross Health and Social Care Partnership); J Clark, Chief Internal Auditor; and K Molley, A Brown and R Ramsay (Corporate and Democratic Services - Perth and Kinross Council).

B Hamilton, Chair.

1. WELCOME AND APOLOGIES

B Hamilton welcomed all those present to the meeting.

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 THE AUDIT AND PERFORMANCE COMMITTEE OF 13 MARCH 2023 FOR APPROVAL

The minute of meeting of the Audit and Performance Committee of the Perth and Kinross Integration Joint Board of 13 March 2023 was submitted and approved as a correct record.

3.2 ACTION POINTS UPDATE

The Action Points Update (Report G/23/88) were submitted, and updates provided thereon.

3.3 MATTERS ARISING

There were no matters arising.

4. PERFORMANCE

4.1 2022/23 FINANCIAL POSITION

There was submitted a report by the Interim Chief Finance Officer (G/23/89) (1) providing an update on the financial position at the end of the financial year 2022/23; and (2) providing an update on the level of reserves to be carried forward to 2023/24.

In response to a question from M Black, K Ogilvy advised there are several staffing shortages across Health and Social Care, mainly in professions such as social carers, nurses and medics but reassured that several actions are in place to reduce the staffing shortfall. K Ogilvy added that the HSCP are looking to upskill non-qualified staff to gain professional qualifications, which is supported by the HSCP Workforce Plan.

B Hamilton suggested that an item on staffing issues across the Health and Social Care Partnership and the impact of service delivery be added to the next IJB Audit and Performance agenda.

Members thanked D Mitchell and her team for their work in preparing the report.

Resolved:

- (i) The overall outturn for 2022/23 based on financial performance to 31 March 2023, as detailed in Report G/23/89, be noted.
- (ii) The final Covid-19 expenditure and the update on Covid-19 reserves, as detailed in Report G/23/89, be noted.
- (iii) The expenditure against earmarked reserves and the level of reserves to be carried forward to 2023/24, as detailed in Report G/23/89, be noted.

5. GOVERNANCE AND ASSURANCE

5.1 STRATEGIC RISK MANAGEMENT UPDATE

There was submitted a report by the Chief Officer (G/23/90) 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 risks; and (3) on new or emerging risks and any material changes to existing risks.

In response to a question from Councillor S McCole, P Jerrard advised that in the Perth and Kinross Health and Social Care Partnership Strategic Risk Register Improvement Action Plan (Appendix 2), the Executive Management Team regularly review actions and the review date of the 1 of June 2023 would have been when actions were last reviewed by EMT. P Jerrard confirmed that the Action Plan would be updated to be made clearer and include the full timeline of when an action had been raised, the original target date and the revised target date.

The Chair suggested having a meeting with officers following committee to provide reassurance on the risk processes and to see what information should be reported to Committee.

Resolved:

The IJB's Strategic Risk Register and Strategic Risk Improvement Plan as detailed in Report G/23/90, be approved.

5.2 INTERNAL AUDIT PROGRESS REPORT

There was submitted a report by the Chief Internal Auditor (G/23/91) providing an update on progress in relation to Internal Audit's planned activity.

In response to a question from the Chair, J Clark advised that the intention would be for action PKIJB 22/023 – Sustainability of Commissioned Services Providers to be completed in late 2023. E Devine confirmed that the completion time of late 2023 would not have an impact on Winter planning and sustainability. In response to a similar question from M Black, Z Robertson advised that work had been paused on the audit due to a shortage in staffing resources to support the audit but confirmed that the Commissioning Services team should be up to capacity by October 2023 for work to continue.

Resolved:

The progress made with the delivery of the 2022/23 plan as detailed in Appendix 1 of Report G/23/91, be noted.

5.3 INTERNAL AUDIT ANNUAL REPORT 2022/23

There was submitted a report by the Chief Internal Auditor (G/23/92) presenting the year-end report and audit opinion of the Chief Internal Auditor for 2022/23, as set out in section 5.

Members thanked J Clark and the Internal Audit Team for their work.

Resolved:

The contents of Report G/23/92 and the specifically the Audit Opinion at Section 5, be noted.

6. DRAFT ANNUAL ACCOUNTS 2022/23

6.1 ANNUAL GOVERNANCE STATEMENT

There was submitted a report by the Interim Chief Finance Officer (G/23/93) seeking approval of the Annual Governance Statement of the financial year 2022/23 which provides assurance as to the effectiveness of the Integration Joint Board's (IJB) governance framework and in particular the system of internal control.

In response to a question from Councillor D Illingworth, D Mitchell advised that the key differences to this year's Annual Governance Statement include the improvement activity taken throughout the year which was sectioned under each of

the different headings. D Mitchell added that at the end of the Statement, actions are listed on the different areas that could make further improvements in 2023/24.

D Mitchell confirmed that a link to the Improvement Plan would be included in the Annual Governance Statement to provide detail on the action and target dates.

Resolved:

The 2022/23 Annual Governance Statement for inclusion in the unaudited Annual Accounts, be approved.

6.2 UNAUDITED ANNUAL ACCOUNTS 2022/23

There was submitted a report by the Interim Chief Finance Officer (G/23/94) presenting the Integration Joint Board's (IJB) Unaudited Annual Accounts for the financial year 2022/23 in accordance with the Local Authority Accounts (Scotland) Regulations 2014.

The Convener thanked D Mitchell and her team for their work in preparing the Unaudited Annual Accounts.

Resolved:

The Interim Chief Finance Officer be authorised to sign the Unaudited Annual Accounts on behalf of the IJB.

7. CLICAL CARE GOVERNANCE

7.1 CLINICAL CARE GOVERNANCE ASSURANCE

There was submitted a report by the Chief Officer (G/23/95) 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).

In response to question from M Black, K Ogilvy advised that there are separate governance arrangements for Learning Disability and Autism Services, Mental Health Services and for Substance Use Services which would be reported to the Care Governance Committee. K Ogilvy confirmed that joint exception reports would also be reported through the Partnership arrangements.

B Hamilton acknowledged the concerns raised about her being the Chair of the IJB Audit and Performance Committee as well as the Chair of the Care Governance Committee of NHS Tayside. The Committee agreed that when Perth and Kinross reports are being discussed at the Care Governance Committee then the Vice-Convener would lead on those items. Likewise for Clinical Care Governance items at the IJB Audit and Performance Committee, Councillor S McCole suggested introducing a Vice-Chair of the Committee who could lead on those items.

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/23/95, 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/23/95, be noted.
- (iii) It be noted that the Chief Officer confirms the effectiveness of the above systems in place in the IJB's partner organisations.

8. FOR INFORMATION

8.1 PERTH AND KINROSS IJB AUDIT AND PERFORMANCE COMMITTEE WORK PLAN 2023/24

8.2 PERTH AND KINROSS IJB AUDIT AND PERFORMANCE RECORD OF ATTENDANCE 2022/23

Councillor S McCole asked if her designation could be updated in the Record of Attendance from Non-Executive Director to Elected Member of Perth and Kinross Council. Councillor S McCole also asked if B Hamilton and M Black designations could be updated to NHS Tayside. P Jerrard confirmed that those changes would be corrected.

9. PRIVATE DISCUSSION

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

10. DATE OF NEXT MEETINGS

Monday 31 July 2023 (Annual Performance Report)