

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 Monday 17 February 2020 at 9.30am.

Present: Councillors C Purves (Chair) and J Duff (both Perth and Kinross Council), B Benson, Tayside NHS Board (substituting for P Kilpatrick); and B Campbell, Carer Public Partner (from Item 3 onwards).

In Attendance: P Drury, Tayside NHS Board; G Paterson, Chief Officer; J Smith, Chief Financial Officer; E Devine, C Jolly, F Low, A Taylor (up to and including Item 5.3) and P Jerrard (all Perth and Kinross Health and Social Care Partnership); J Clark, Chief Internal Auditor; T Gaskin, FTF Internal Audit Services (up to and including Item 4.1); S Hendry and A Taylor, Corporate and Democratic Services, Perth and Kinross Council; M Wilkie (KPMG).

Apologies: P Kilpatrick, Tayside NHS Board.

Councillor Purves, Chair.

1. WELCOME AND APOLOGIES

Councillor Purves 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 THE AUDIT AND PERFORMANCE COMMITTEE OF 16 SEPTEMBER 2018

The minute of meeting of the Audit and Performance Committee of the Perth and Kinross Integration Joint Board of 16 September 2019 was submitted and approved as a correct record.

3.2 ACTION POINTS UPDATE

The Action Point Update (Report G/20/24) from the meeting of 16 September 2019 was submitted and noted.

3.3 MATTERS ARISING

There were no matters arising from the minutes of previous meetings.

3.4 MEMBERSHIP UPDATE

The Clerk provided a verbal update on the vacancies on the Committee and advised that there is currently not a full quota of members. At the next full meeting of the IJB it is anticipated that a full voting member will be appointed from NHS Tayside and a non-voting member will also be appointed.

4. GOVERNANCE AND ASSURANCE

4.1 INTERNAL AUDIT PROGRESS REPORT

There was submitted a report by the Chief Internal Auditor (G/20/20) providing the Committee with an update on progress made in relation to Internal Audit's planned activity.

B Benson made reference to risk management arrangements contained in Appendix 2, and in particular to the suggestion that consideration should be given to nominating an individual as a risk management champion at Board level and queried how this role may be development and the vision around it. In response, the Chief Financial Officer advised that further discussions regarding this are planned with the IJB Chair and the Chair of the Audit and Performance Committee.

G Paterson provided a comprehensive update on the Follow up of PK07/17 Clinical, Care & Professional Governance internal audit report. He advised that a Service Manager had been commissioned to review the approach to Clinical, Care and Professional Governance and to prepare a report which will be considered later in the week by the Partnership's Executive Management Team with a view to bringing a full report to a future meeting of this Committee or the full IJB.

J Duff made reference to the risk management arrangements, specifically the issue that the two officers with extensive risk management experience were due to retire and queried whether there had been any progress in identifying a replacement officer. G Paterson confirmed that this is something he would be looking at accelerating in due course and would not be waiting for the wider restructuring of the Partnership which may take several months. J Smith also confirmed that steps had been taken to mitigate the retirements with a fixed-term resource having been appointed to learn and absorb some of the expertise to try and ensure a transfer of expertise.

Resolved:

- (i) The completion of previous Internal Audit Plans, as well as commencement of delivery of the 2019/20 plan as outlined in Report G/20/20, be noted.
- (ii) The Internal Audit reports as outlined in Appendices 2 and 3 of Report G/20/20 be noted.

T GASKIN LEFT THE MEETING AT THIS POINT.

4.2 RISK MANAGEMENT PROGRESS UPDATE

There was submitted a report by the Chief Officer (G/20/21) updating on progress in managing the high level IJB Strategic Risk Management Profile.

Councillor Duff made reference to the recruitment and retention policy within the workforce plan and queried whether the aspect of rurality has been considered. In response G Paterson confirmed that they were very aware of the challenges of providing services in rural and remote communities in Perth and Kinross. He also confirmed that discussions had been held between NHS Tayside and Perth and Kinross Council looking at how a more effective partnership approach could be adopted to help look at how the inward recruitment of workers in these areas is managed.

Resolved:

- (i) The progress in managing the high level IJB Strategic Risk Management Profile as detailed in Appendix 1 to Report G/20/21, be noted.
- (ii) The improvement in risk exposure for four of the IJB's Strategic Risks as detailed in Appendix 1 to Report G/20/21, be noted.

4.3 AUDIT RECOMMENDATIONS UPDATE

There was submitted a report by the Chief Financial Officer (G/20/22) providing a progress update on the implementation of all internal and external audit recommendations arising since the formal inception of the Integration Joint Board on 1 April 2016.

It was noted that there are six outstanding recommendations of which two will be moved to complete status. The Chief Financial Officer advised that all audit recommendations concerning Clinical, Care and Professional Governance will be included in future iterations of this report.

Resolved:

The progress made to date on implementing agreed recommendations be noted.

4.4 AUDIT STRATEGY

There was submitted a copy of the Perth and Kinross Integration Joint Board Audit Strategy (G/20/25) for the year ending 31 March 2020 produced by the External Auditors, KPMG.

M Wilkie 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/20/25 be noted.

4.5 EXTERNAL AUDIT – PROPOSED AUDIT FEES 2019-20

There was submitted a report by the Chief Financial Officer (G/20/29) presenting the proposed Audit Scotland External Audit Fee for 2019/20 for approval.

The Chief Financial Officer advised that in line with best practice, this was the first time the proposed fee had been brought to this Committee for approval. The confirmed that the proposed fee by KPMG is in the range agreed by Audit Scotland.

Resolved:

The Audit and Performance Committee noted the proposed fee for 2019/20 of £29,210 and authorised Officers to accept this fee.

5. PERFORMANCE

5.1 PERTH AND KINROSS HEALTH AND SOCIAL CARE PARTNERSHIP QUARTERLY PERFORMANCE REPORT

There was submitted a report by the Chief Officer (G/20/30) updating the Committee on Health and Social Care Partnership performance in respect to the achievement of strategic objectives as well as progress against national indicators, including those relating the Ministerial Steering Group.

Councillor Duff welcomed the format and style of the report in terms of the information it contains and would consider the report in more detail and come back with any questions or queries.

B Benson also welcomed the report and suggested that in future it may be helpful if the Quarterly Performance Report could be accompanied by a presentation.

Councillor Purves requested that a copy of the Quarterly Performance Report be circulated to all members of the Integration Joint Board for information asking them to feedback any queries to relevant officers.

Resolved:

- (i) The Health and Social Care Partnership quarterly performance report as detailed in Appendix 1 of Report G/20/30, be noted.
- (ii) The submission of such reports for consideration on a quarterly basis to this Committee, be approved.

5.2 2019/20 FINANCIAL POSITION

There was submitted a report by the Chief Financial Officer (G/20/22) providing an update on the year-end financial forecast based on actual expenditure for the nine months to 31 December 2019 and identifying risks which may impact on the financial out-turn.

The Chief Financial Officer made reference to Section 6 of Report G/20/30 and advised of the intention to bring back the budget to the Integration Joint Board at the next meeting in April. She further advised that following discussion, this will now

be reported back to an additional special meeting of the Integration Joint Board in March which will be in line with best practice to ensure that a budget is set in advance of the new financial year.

Councillor Duff made reference to Item 4 – Areas of Further Financial Risk, specifically the bullet point on Inpatient Mental Health Locum cost of £0.3m and sought some clarification on what this entails. In response, J Smith confirmed that the forecasted position has changed materially over the course of the year due to retirements and resignations of staff from the inpatient mental health consultant group and this figure highlights the premium cost of losing a further substantive consultant psychiatrist and replacing them with locum.

Resolved:

- (i) The 2019/20 forecast year-end overspend of £3.3m for the IJB, be noted.
- (ii) It be noted that this is a reduction of £0.5m from Month 7 and is in line with the anticipated position following implementation of agreed financial recovery actions;
- (iii) The risks which may still impact on the 2019/20 financial outturn, be noted.
- (iv) The update on the development of the 3-year Financial Recovery Plan and expected timescales for budget offers from NHS Tayside (NHST) and Perth and Kinross Council (PKC) and implications for the IJB Budget Setting Timescales, be noted.

5.3 UPDATE FROM LOCALITIES

The Chief Officer and A Taylor, North Locality Manager provided the Committee with a substantial verbal report on the work that has been ongoing in the North Locality.

Councillor Duff made reference to social prescribing and sought more information on how this was progressing in the north locality. In response A Taylor confirmed that the social prescribing model was focussed around the GP practice in order to try and defer some of the work away from patients going directly to their GP, with social prescribers working around the team to sign post patients to the most appropriate place and support. She confirmed it had been received very well in the north locality with GP's starting to shift the balance on how they utilise this resource in a more constructive way.

B Campbell highlighted that social prescribers were not available in all GP Practices but there was an agreement made previously where information cards would be produced and be available in all practices but unfortunately this does not seem to have been progressed. In response A Taylor confirmed that information cards had been produced at a locality level and she would make sure that these were made available.

C Purves made reference to technology enabled care, specifically technology and the better use of it and queried what the timescales would be for implementation of some of these initiatives and whether the north locality has the appropriate resources in place to deliver these in a timely fashion. In response A Taylor confirmed that the Aberfeldy model is already set up and ready to go with the 'NHS

Near Me' technology with all IT equipment required having been installed with work progressing on how the teams will actually use this and what patient groups will be identified first. She further confirmed that from a locality perspective discussion was underway with Senior Charge Nurses at community hospital level who are linking with specialist nurses already utilising video technology.

C Purves raised a query as to why Adult Social Work Services in the Carse of Gowrie were part of the North Locality and wondered whether this was something which could be reviewed. In response, the Chief Officer agreed to consider why this would be the case and investigate this further.

The Committee noted the substantial update provided.

A TAYLOR LEFT THE MEETING AT THIS POINT.

6 FOR INFORMATION

There were submitted and noted the following reports for information:

**6.1 AUDIT AND PERFORMANCE COMMITTEE RECORD OF ATTENDANCE
1 APRIL 2019- 31 MARCH 2020 (G/20/26)**

**6.2 PERTH AND KINROSS COUNCIL BEST VALUE ASSURANCE REPORT
(G/20/26)**

**6.3 AUDIT AND PERFORMANCE COMMITTEE WORK PLAN 2018/19
(G/20/27)**

6.4 ANNUAL AUDIT REPORT 2018/19 (G/20/28)

6.5 AUDIT & PERFORMANCE COMMITTEE FUTURE DATES 2020/21

7 PRIVATE DISCUSSION

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

8 DATE OF NEXT MEETING

Monday 22 June 2020 at 9.30am in the Council Chambers.