

# **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 16 September 2019 at 9.30am.

**Present:** Councillors C Purves (Chair) and E Drysdale (both Perth and Kinross Council), Dr N Pratt, Tayside NHS Board (substituting for L Birse-Stewart) and M Summers, Carer Public Partner (substituting for B Campbell).

**In Attendance:** Councillor C Stewart; G Paterson, Chief Officer; J Smith, Chief Financial Officer; E Devine, C Jolly, D Mitchell, P Henderson and P Jerrard (all Perth and Kinross Health and Social Care Partnership); J Clark, Chief Internal Auditor, Perth and Kinross Council; S Hendry and A Taylor, Corporate and Democratic Services, Perth and Kinross Council; M Wilkie and C Windeatt (both KPMG).

**Apologies:** L Birse-Stewart and P Kilpatrick, both Tayside NHS Board, and B Campbell, Carer Public Partner.

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**

In terms of the Perth and Kinross Integration Joint Board Code of Conduct, Councillor E Drysdale declared a non-financial interest in Item 5.1 on the agenda as Convener of the Perth and Kinross Council Audit Committee.

### **3.1 MINUTES OF PREVIOUS MEETINGS**

#### **(i) Minute of Meeting of the Audit and Performance Committee of 18 June 2019**

The minute of meeting of the Audit and Performance Committee of the Perth and Kinross Integration Joint Board of 18 June 2019 was submitted and approved as a correct record.

#### **(ii) Minute of Special Meeting of the Audit and Performance Committee of 29 July 2019**

The minute of the special meeting of the Audit and Performance Committee of the Perth and Kinross Integration Joint Board of 29 July 2019 was submitted and approved as a correct record.

### **3.2 ACTION POINTS UPDATE**

The Action Point Update (Report G/19/138) from the meeting of 18 June 2019 was submitted and noted.

Councillor Drysdale made reference to the risk sharing agreement and queried how this was progressing and whether there was a revised timeframe around this. In response G Paterson confirmed that current arrangements would remain in place but that both the Chief Executive of Perth and Kinross Council and the Chief Executive of NHS Tayside were keen for this to be resolved as soon as possible.

Councillor Purves stressed the importance of getting the risk sharing agreement issue resolved as soon as possible with any updates brought back to this Committee at the earliest opportunity.

### **3.3 MATTERS ARISING**

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

## **4. GOVERNANCE AND ASSURANCE**

### **4.1 RISK MANAGEMENT PROGRESS UPDATE**

There was submitted a report by the Chief Officer (G/19/139) updating on progress in managing the high level IJB Strategic Risk Management Profile and seeking approval of the revised Risk Management Framework.

#### **Resolved:**

- (i) The progress in managing the high level IJB Strategic Risk Management Profile as detailed in Appendix 1 to Report G/19/139, be noted.
- (ii) It be noted that current controls and treatment actions on the Strategic Risk Register have been updated to reflect actions on the Perth and Kinross Health and Social Care Partnership's (PKHSCP) Improvement Plan.
- (iii) The refreshed Risk Management Framework as detailed in Appendix 2 to Report G/19/139, be approved.

### **4.2 AUDIT RECOMMENDATIONS UPDATE**

There was submitted a report by the Chief Financial Officer (G/19/140) 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.

Councillor Drysdale made reference to Point. 34 which states that consideration be given to allocating corporate support resources and capacity and queried if this was to happen where would this increased resource be found. In response G Paterson stated that it may not be an additional resource, but that it may be appropriate to deploy our existing resources in an alternative way. He further stated that there may be opportunities to re-align roles to try and achieve specific strategic objectives, adding that work was already underway in Perth and Kinross

Council in relation to Corporate Support and Best Value and that he would be looking to consult with colleagues to ensure that any benefits and learning can be achieved from this work.

**Resolved:**

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

#### **4.3 INTERNAL AUDIT STRATEGY & PLAN 2019/20 & 2018/19 PROGRESS UPDATE**

There was submitted a report by the Chief Internal Auditor (G/19/141) seeking approval of the Annual Internal Audit Plan for Perth & Kinross Integration Joint Board.

Councillor Drysdale made reference to Section 2 external inspection specifically the reference to the comment 'where resources permit' in relation to working with the Chief Officer and Chief Financial Officer post joint inspection publication and queried whether this intimated that there may be a requirement for further internal audit resources required to complete this task. In response J Clark advised that there was some contingency already built into the plan which would allow for specific strands of work which may require to be picked up. She further commented that if there was any significant additional work which had not been identified in the identified assignments then an update would be brought back to this Committee and the audit plan would be subsequently updated.

**Resolved:**

- (i) The Annual Internal Audit Plan 2019/20, as set out in Report G/19/141, be approved.
- (ii) Updates to the 2018/19 Internal Audit Plan, as well as commencement of delivery of the 2019/20 plan, be noted.

#### **4.4 EU EXIT PREPAREDNESS**

There was submitted a report by the Chief Officer (G/19/142) providing an update on current progress and contingency arrangements in relation to planning for the exit from the European Union and the potential impacts on operational delivery within the Health and Social Care Partnership and links to local resilience partnership and parent bodies NHS Tayside and Perth and Kinross Council.

Councillor Drysdale made reference to the term used in the report 'vulnerable returners' and queried how relevant staff would look to identify individuals who fall into this category and who may be in need of health and social care as soon as possible. In response G Paterson advised that GPs will look to ensure that the primary care system is ready and prepared for individuals who fall into this category to enable them to register at their local GP and to be further referred onto the appropriate services they may require. He further stated that there is still a high degree of uncertainty around this but that the Health and Social Care Partnership would be expecting GPs to initiate referrals to ensure that individuals have their needs met as appropriate and in the best way possible, adding that If this results in

significant unsustainable demand then it will be brought back to the IJB as soon as possible thereafter.

Councillor Drysdale made reference to the supply of the flu vaccinations available for the upcoming winter season and queried whether this should be a cause for concern. G Paterson reassured members that that he had not received any official alerts from the Public Health Committee suggesting that there may be any impact on this, and that planning was currently ongoing to roll the vaccine in stages as per normal procedures.

Councillor Drysdale also made reference to the term used in the report 'emergency lock down arrangements' and queried what this actually meant in detail. G Paterson advised that this ensures that local community services and GP practices have sufficient capacity to operate effectively, adding that business continuity plans were already in place routinely and we make sure these are tested at regular intervals. E Devine further added that this is about emergency continuity and ensuring that we have planned fully for all eventualities.

Councillor Stewart made reference to the forthcoming repeal of the European Communities Act 1972 and the effect this would have on medical device regulations. He further stated that this will mean that any medical device would require to be re-registered resulting in a pressure on notified bodies and manufacturers from May 2020 with it coming fully into effect sometime in 2022. Councillor Stewart and the Chief Officer agreed to raise this national issue at NHS Tayside Board level.

**Resolved:**

- (i) The progress of the Health and Social Care Partnership contingency planning to date in preparing to leave the European Union and the impact assessments completed to date, be noted.
- (ii) The Chief Officer, through future reporting to the Integration Joint Board / Audit and Performance Committee, to demonstrate further contingency planning arrangements and developments in line with Government timelines surrounding European Union exit planning.

#### **4.5 JOINT INSPECTION - THE EFFECTIVENESS OF STRATEGIC PLANNING IN THE PERTH & KINROSS AREA**

The Chief Officer provided a verbal update on the current position with the Care Inspectorate and Healthcare Improvement Scotland's Joint Inspection of Perth and Kinross Health and Social Care Partnership. He advised that he had now been informed by the Inspectorate of their intention to publish the inspection report on Monday 23 September 2019. He also advised that he had received an embargoed copy of the report and he would soon be working on a briefing note for issue to all staff, and a media release and an action plan in response to the confirmation from the Inspectorate of their intention to publish their report.

He further advised that the Inspection Report would also be a substantive item for discussion on the agenda for the next meeting of the Integration Joint Board scheduled to be held on 27 September 2019.

The Committee noted the position.

#### **4.6 AUDIT & PERFORMANCE COMMITTEE WORK PLAN 2019/20**

There was submitted a report by the Chief Financial Officer (G/19/143) seeking to present the Work Plan for 2019/20 to the Audit and Performance Committee for review and consideration on whether it provides adequate coverage to allow the Audit and Performance Committee to fulfil its core functions as detailed in its Terms of Reference.

Councillor Purves advised he welcomed the emphasis on performance in the work plan and stated the intention to bring locality actions plans and to begin bringing all programme board performance reports to this Committee from February 2020.

In response to a query from Councillor Drysdale on why this Committee has received regular updates on OPUSC but it will be six months before it receives any other performance updates, G Paterson advised that it may be possible to amend the work plan to allow for these reports to come to this Committee sooner. Councillor Purves added that if substantive performance reports were not going to be available then a verbal update on the Programme Boards could be provided allowing the Committee the opportunity to ask questions.

Councillor Drysdale enquired about the resource that was to be provided to Perth & Kinross Health and Social Care Partnership from Perth and Kinross Council to carry out data analysis which was to be match funded by NHS Tayside. In response G Paterson confirmed that a commitment from PKC to provide this resource had been received but so far NHST has not yet confirmed their commitment to match this. Councillor Purves enquired if it would be helpful for him to write to the Chief Executive of NHST on behalf of the Audit and Performance Committee regarding this commitment.

**Resolved:**

- (i) The Work Plan for 2019/2020, as attached at Appendix 2, be considered to providesufficient scope to ensure that all aspects of core functions as detailed in the Committee's Terms of Reference are adequately reported.
- (ii) The Work Plan for 2019/2020 be approved.
- (iii) The Chair to write to the Chief Executive of NHS Tayside on behalf of the Audit and Performance Committee regarding the issue of match funding for the additional resources for data analysis.

#### **5.1 ASSURANCES RECEIVED FROM PARTNERS**

There was submitted a report by the Chief Financial Officer (G/19/144) providing an update on the assurances received from NHS Tayside and Perth and Kinross Council regarding their governance arrangements noting that Perth and Kinross Integration Joint Board is reliant on both Partners to deliver the IJB's overall aims and objectives

**Resolved:**

- (i) It be noted that the IJB has issued confirmation of the adequacy and effectiveness of the governance arrangements in place within Perth and Kinross IJB for 2018/19 to NHS Tayside and Perth and Kinross Council.

- (ii) The position re confirmation of the assurance from NHS Tayside, be noted.
- (iii) The position re confirmation of the assurance from Perth and Kinross Council, be noted.
- (iv) It be noted that the status of assurances from NHS Tayside and Perth and Kinross Council is consistent with the contents of the IJB's Governance Statement in the audited Annual Accounts.

## **5.2 EXTERNAL AUDIT ANNUAL REPORT 2018/19**

There was submitted a report by the IJB's External Auditors, KPMG, (G/19/145) containing the Annual Audit Report to the Members of Perth and Kinross Integration Joint Board and the Controller of Audit for the year ended 31 March 2019.

### **Resolved:**

The contents of the Annual Audit Report to the Members of the Perth and Kinross Integration Joint Board and the Controller of Audit for the year ended 31 March 2019 be noted.

## **5.3 AUDITED ANNUAL ACCOUNTS 2018/19**

There was submitted a report by the Chief Financial Officer (G/19/145) presenting the Audited Annual Accounts for the period to 31 March 2019 for approval and submission to the Integration Joint Board.

### **Resolved:**

The Audited Annual Accounts for 2018/19, appended to Report G/19/145, be approved for submission to the Integration Joint Board for final approval.

## **5.4 LETTER OF REPRESENTATION**

There was submitted and noted a copy of a letter by the Chief Financial Officer to KPMG (G/19/147) in connection with their audit of the financial statements of Perth and Kinross Integration Joint Board for the year ended 31 March 2019.

THERE FOLLOVED A RECESS AND THE MEETING RECONVENED AT 11.25AM.

C WINDEATT LEFT THE MEETING AT THIS POINT.

## **6.1 OLDER PEOPLE AND UNSCHEDULED CARE QUARTERLY PERFORMANCE REPORT**

There was submitted a joint report by the Head of Health and Head of Adult Care and Social Care (G/19/148) providing an update on the Older People and Unscheduled Care (OPUSC) performance for the purposes of scrutiny and assurance.

Councillor Drysdale made reference to the figures regarding falls and queried whether it is possible to obtain some further detail on the types of falls to determine if there is anything which communities can do to reduce them. In response G Paterson advised that the Partnership's Falls Co-ordinator may be able to provide

some further detail on this although he stressed it may be more anecdotal than fact but may be useful to members.

Councillor Drysdale made reference to hospital readmission rates and noted that these are currently better than the national average, he did however query if there was any pressure put on Medical Practitioners to discharge people quicker than they should. In response E Devine advised that if people are re-admitted within seven days then this is deemed as a failed discharge, she stressed nobody would be discharged unless they are deemed medically fit for discharge.

Councillor Drysdale made reference to the sustained improvement in delayed discharges for the over 75 age group but queried why there was no evidence to support this in the report. In response P Henderson confirmed this data was not included in the report but undertook to forward this detailed information to Councillor Drysdale for his information.

**Resolved:**

The OPUSC Board performance outcomes report detailed in Appendix 1 to Report G/19/148, be noted.

**7 FOR INFORMATION**

There were submitted and noted the following reports for information:

**7.1 AUDIT & PERFORMANCE COMMITTEE RECORD OF ATTENDANCE**  
(G/19/149)

**7.2 SCOTTISH GOVERNMENT AUDIT AND ASSURANCE COMMITTEE**  
**HANDBOOK**  
(G/19/150)

**8 PRIVATE DISCUSSION**

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

**9 DATE OF NEXT MEETING**

Monday 2 December 2019 at 9.30am in the Council Chambers.