

# **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 via Microsoft Teams on Monday 30 November 2020 at 9.55am (start time of meeting was delayed due to technical difficulties).

**Present:** Councillors C Purves (Chair) (Perth and Kinross Council), P Kilpatrick (up to and including Item 5.3) and R Erskine (Tayside NHS Board).

**In Attendance:** G Paterson, Chief Officer, J Smith, Chief Financial Officer, D Mitchell, C Jolly, C Paton (from Item 4.4 onwards), L Bailie (from Item 5.1 onwards), F Low and P Jerrard (all Perth and Kinross Health and Social Care Partnership); J Pepper, Chief Social Work Officer; J Clark, Chief Internal Auditor; S Auld (from Item 4.4 onwards), Service User Public Partner and A Taylor, Corporate and Democratic Services (Perth and Kinross Council).

**Apologies:** Councillor J Duff and B Campbell (Carer Public Partner) and S Hendry, Corporate and Democratic Services (Perth and Kinross Council).

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 14 SEPTEMBER 2020**

The minute of meeting of the Audit and Performance Committee of the Perth and Kinross Integration Joint Board of 14 September 2020 was submitted and approved as a correct record.

### **3.2 ACTION POINTS UPDATE**

The Action Points Update (Report G/20/127) was submitted and updates provided thereon.

### **3.3 MATTERS ARISING**

There were no matters arising.

## **4. GOVERNANCE & ASSURANCE**

### **4.1 AUDIT RECOMMENDATIONS UPDATE**

There was submitted a report by the Chief Financial Officer (G/20/128) providing an update on progress with the implementation of all internal and external audit recommendations arising since the formal inception of the Integration Joint Board (IJB) on 1 April 2016.

The Chief Financial Officer advised that the number of overdue recommendations had reduced by three with six new recommendations added to the report. She further advised that steady progress had been made but there were several recommendations that were still overdue.

Councillor Purves queried whether the refresh of the Strategic Planning Group (SPG) had considered IJB member involvement, even as observers. The Chief Officer agreed that there is a need for IJB members to be assured of the work of the SPG and advised that work has been ongoing with the Partnership's Executive Management Team around the Terms of Reference and whether this should include IJB members on the Group. He further advised that he will be Chairing the SPG currently but stated that this would not preclude a non-voting or voting member becoming Chair and this will be part of the planning work of the refresh of the Group.

Councillor Purves queried whether consideration had been made to the formation of a pan Tayside IJB group overseeing delivery of Hosted Services and stated his opinion that this would be particularly beneficial in relation to Inpatient Mental Health Services. In response, the Chief Officer advised that this has not been considered but is something that could be looked at moving forward and agreed to feed this back to the Tayside Executive Partner's Group and to the regular discussions he has with the Interim Director of Mental Health.

**Resolved:**

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

### **4.2 INTERNAL AUDIT PROGRESS REPORT**

There was submitted a report by the Chief Internal Auditor (G/20/129) providing an update on progress in relation to Internal Audit's planned activity.

The Chief Internal Auditor advised that there had been a delay with the completion of the Commissioned Service Providers report (PKIJB 20-03) due to resources being re-tasked to support NHS Tayside's Test & Protect. She further advised that staff would be reassigned, and the completion of the report would be prioritised, and undertook to keep the committee fully informed of any further issues.

The Chief Internal Auditor also advised that the remaining assignment from the 2019/20 Internal Audit Plan relating to Financial Risks report (PKIJB 19-01) is now close to completion and is expected this will be brought to the next meeting of this Committee. She further advised that two other assignments which were scheduled for the first quarter of next year may also be slightly delayed due to the re-tasking of some of internal audit team.

Councillor Purves expressed his concern at the re-tasking of audit staff and queried whether this is still considered appropriate due to the delays in delivering assignments. In response, the Chief Internal Auditor advised that she has clear oversight of this work and that a considerable amount of assurance has been able to be taken from the work already completed on the outstanding assignments and that no concerns have been noted.

**Resolved:**

- (i) The progress made in the delivery of the 2019/20 and 2020/21 Plans as detailed in Report G/20/129, be noted.
- (ii) The potential delay in some assignments due in the first quarter of 2021-22 be noted.

#### **4.3 INTERNAL AUDIT COMMON DEFINITIONS**

There was submitted a report by the Chief Internal Auditor (G/20/130) presenting a proposal to adopt the use of common definitions for the reporting of overall results for Internal Audit assignments.

The Chief Internal Auditor advised that CIPFA had published the outcome from their research regarding the communication of results using common definitions and had recommended that these be applied throughout the public sector in order to allow for a more consistent understanding and approach to reporting across public sector organisations. She further advised that these definitions were accepted by Perth and Kinross Council in September 2020 and advised it is recommended that these be used by Perth and Kinross Integration Joint Board in 2021.

Councillor Purves stated that he welcomed this approach to bring a level of consistency across different Committees.

R Erskine queried whether following CIPFA guidance was the correct route for the IJB and whether there was a common format followed across the other Scottish IJBs. In response, J Clark undertook to discuss with colleagues from other IJB's in order to ascertain what they were doing in this regard.

**Resolved:**

- (i) The contents of the CIPFA document as detailed in Appendix 1 to Report G/20/130, be noted.
- (ii) It be approved that the definitions be applied to future Internal Audit work pending them being in line with other public bodies with further consideration by the Committee should this not be case.

#### **4.4 STRATEGIC RISK MANAGEMENT UPDATE**

There was submitted a report by the Chief Officer (G/20/131) providing an update on progress in managing the IJB's Strategic Risk Management Register.

The Chief Officer provided details on the continuation of work taking place on redeveloping the IJB's Strategic Risk Register specifically highlighting the risks being mitigated as a result of the ongoing Covid-19 pandemic. He further advised that the work had identified thirteen strategic risks and advised further work was currently underway to provide assurance on the mitigation of these risks in order to seek to reduce the risk scores and to bring forward further controls and mitigations.

The Committee were asked to note work of the pan-Tayside Risk Group who are refreshing the Tayside Risk Policy and Strategy as well as the sharing of risk information across the three Tayside IJBs and Local Authorities.

R Erskine queried whether there was an intention for oversight and input on strategic risks at IJB level at least on an annual basis. In response, Councillor Purves concurred with this suggestion and agreed to consider this and discuss it fully with the IJB Chair.

**Resolved:**

- (i) The progress in relation to the Perth and Kinross Health and Social Care Partnership's Strategic Risk Register, be noted.
- (ii) The planned and ongoing work by the Partnership's Risk Steering Group in fully developing the IJB's Strategic Risk Register, be noted.
- (iii) The full redeveloped IJB Strategic Risk Register be brought to the next meeting of this Committee on 15 February 2021.

S AULD AND C PATON BOTH JOINED THE MEETING DURING THE ABOVE ITEM.

#### **4.5 JOINT INSPECTION PLAN UPDATE**

There was submitted a report by the Chief Officer (G/20/132) providing an update on the progress against the Joint Inspection Action Plan.

The Chief Officer advised that the update demonstrates the areas where progress had been made in response to the Joint Inspection of Adult Services carried out by the Care Inspectorate and Health Improvement Scotland early in 2019. He also advised that the report also identified a number of areas where progress had not been as anticipated.

P Kilpatrick queried whether the commissioning of services from the Third Sector was now fully embedded within commissioning plans. In response, the Chief Officer advised that a lot of work had taken place in this regard and this would be continually reviewed. He further stated, that the Partnership would now need to reflect on how Covid may have changed the relationship in how we work with organisations to allow them to continue to deliver these services. He further advised

that a report on the scale and impact of the commissioning activity on the citizens of Perth and Kinross would come to a future meeting of this Committee.

R Erskine made reference to the appointment of a fixed-term service manager role and queried why this could not be permanent. In response, the Chief Officer advised that this would be an interim measure at the moment to allow full discussions to take place with the Chief Executives of both Partner Bodies. The Chief Financial Officer further advised that a permanent appointment would be preferable but the work this role requires needs to commence as soon as possible and that for equity reasons the existing wider staff group would also need to be consulted before a permanent appointment can be made.

**Resolved:**

The progress that the Health and Social Care Partnership has made in responding to the findings of the Joint Inspection, be noted.

#### **4.6 EXTENSION OF EXTERNAL AUDIT APPOINTMENT**

There was submitted a report by the Chief Financial Officer (G/20/133) providing an update on the extension of External Audit's appointment as partnership auditors.

**Resolved:**

It be noted that KPMG's appointment as the IJB's external auditor has been extended for one year due to the ongoing disruption caused by the Covid pandemic.

### **5. PERFORMANCE**

#### **5.1 2020/21 FINANCIAL POSITION**

There was submitted a report by the Chief Financial Officer (G/20/134) providing an update on (1) the 2020/21 projected year end out-turn on the operational position based on financial performance for the six months to the end of September 2020; (2) the impact of the pandemic on the year end forecast; and (3) the risk to delivery of the IJB's financial Plan for 2020/21.

The Chief Financial Officer advised that in relation to the core position, a net forecast underspend of £1.2m was projected due to a small underspend in Health and a £1m operational underspend in Social Care. She advised the reasons for some of the underspends were unintended consequences of Covid and the focus of management teams in remobilisation. She further advised that costs for Covid were forecast to be £7.2m, most of which relating to provider sustainability payments, payments to GPs and additional staffing costs.

R Erskine sought assurance that we were fully compliant with the guidance in relation to Covid and that the manner in which this would impact on the recording of finance relating to core services or to Scottish Government Covid reporting. In response, the Chief Finance Officer advised that guidance is in line at a point in time but that this changes regularly and therefore the next report may be presented in a different format.

**Resolved:**

- (i) The £1.207m projected year-end underspend in relation to the underlying operational position, be noted.
- (ii) The £1.947m projected year end overspend in relation to Covid 19 costs after taking account of confirmed additional Scottish Government funding, be noted.
- (iii) The update regarding the IJB reserves position, be noted.

J PEPPER AND L BAILIE BOTH JOINED THE MEETING DURING THE ABOVE ITEM.

**5.2 CARE AND PROFESSIONAL GOVERNANCE FORUM ANNUAL REPORT 2019/2020**

There was submitted a joint report by the Associate Medical Director and the Chief Social Work Officer (G/20/135) providing an overview of the activity, assurances received, and assurances provided from the P&K Health and Social Care Partnership (HSCP) Care and Professional Governance Forum (CPGF) during the financial year 2019-2020.

**Resolved:**

The activity throughout the year by the Perth and Kinross Health & Social Care Partnership Care & Professional Governance Forum as detailed in Report G/20/135, be noted.

**5.3 PERFORMANCE REPORT FOR SIX-MONTHS TO 30 SEPTEMBER 2020**

There was submitted a report by the Chief Financial Officer (G/20/136) providing an update on the Health and Social Care Partnership's performance for the six months to 30 September 2020 including progress against National and Ministerial Steering Group Indicators.

Ronnie Erskine made reference to the Advanced Nurse Practitioners (ANP) and the sixteen staff to cover the winter period and queried how the recruitment process for these was progressing. In response, L Bailie confirmed that all four ANP posts had been recruited to, advising that many were trainees but would quickly become ANPs. She also confirmed that most of the winter planning recruitment was underway with some challenges, but this would continue.

R Erskine made reference to Mental Health and Wellbeing issues and queried what data is available in relation to mental health incidents across Perth and Kinross and whether there was good source data to address any concerns.

In response, the Chief Officer advised that well developed metrics were in place to gauge the impact of the pandemic and that more intuitive work would take place based on experience and anticipating that the service delivery arrangements will have been impacted by the pandemic.

He further advised that there may be some people who are already connected with services who have become more anxious due to lockdown and contact has been maintained, however it will be inevitable that there will be other people who may be affected and not having reached out for support previously. He further stated that the work which has taken place with Third Sector organisations means that they can provide ways to reach out to more people and ensure that issues can be mitigated before the need for statutory services. S Auld made reference to the issue of data and mental health and stated that there does not seem to be a national position where useable data is collated and queried whether there was an opportunity for the HSCP to lead on this

S Auld made reference to staff wellbeing and queried how this was being monitored. In response, the Chief Officer advised that this is an area that the Partnership was very attentive to. He advised that support was available from managers and colleagues as well as numerous wellbeing resources being made available from parent bodies. He also stated that there was a degree of fatigue starting to set in now as well due to the challenges brought by the virtual world and the lack of personal connections. He further advised that the Partnership was doubling the efforts to provide the essential wellbeing support to all staff.

**Resolved:**

The Health and Social Care Partnership's performance for the six months to 30 September 2020, as detailed in Report G/20/136, be noted.

P KILPATRICK LEFT THE MEETING DURING THE ABOVE ITEM.

#### **5.4 LOCALITY UPDATE SOUTH LOCALITY**

L Bailie, South Locality Manager provided the Committee with a substantial verbal report on the work that has been ongoing in the South Locality.

A video of verbal report can be viewed by clicking on the following [link](#).

The Committee noted the substantial update provided.

#### **6. FOR INFORMATION**

There were submitted and noted the following reports for information:

##### **6.1 AUDIT & PERFORMANCE COMMITTEE WORK PLAN 2020/21 (G/20/137)**

##### **6.2 AUDIT & PERFORMANCE COMMITTEE RECORD OF ATTENDANCE 2020/21 (G/20/138)**

#### **7. PRIVATE DISCUSSION**

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

**9. DATE OF NEXT MEETING**

Monday 15 February 2020 at 9.30am via Microsoft Teams.

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