

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 21 June 2021 at 11.00am.

Present: Councillors C Purves (Chair) and J Duff (Perth and Kinross Council), P Kilpatrick and D McPherson (substituting for R Erskine) (Tayside NHS Board), and M Summers (substituting for B Campbell, Carer Public Partner).

In Attendance: Councillor E Drysdale (Chair of IJB); B Benson (Vice-Chair of IJB); G Paterson, Chief Officer, J Smith, Head of Finance and Corporate Services, C Jolly, E Devine, Z Robertson, F Low, M Grant and P Jerrard (all Perth and Kinross Health and Social Care Partnership); J Clark, Chief Internal Auditor; and S Hendry, A Taylor, M Pasternak and A Brown, Corporate and Democratic Services (Perth and Kinross Council).

Apologies: R Erskine (Tayside NHS Board); B Campbell (Carer Public Partner); D Mitchell (Perth and Kinross Health and Social Partnership)

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 15 FEBRUARY 2021

The minute of meeting of the Audit and Performance Committee of the Perth and Kinross Integration Joint Board of 15 February 2020 was submitted and approved as a correct record.

3.2 ACTION POINTS UPDATE

The Action Points Update (Report G/21/69) was submitted and updates provided thereon.

3.3 MATTERS ARISING

There were no matters arising.

4. PERFORMANCE

4.1 2020/21 FINANCIAL POSITION

There was submitted a report by the Head of Finance and Corporate Services (G/21/70) providing an update on (1) the 2020/21 projected year-end out-turn for core services based on financial performance for the twelve months to 31 March 2021; (2) the impact of the pandemic on the year-end financial position; and (3) the closing position on the IJB reserves.

J Smith/E Devine/Z Robertson gave a slide based presentation.

P Kilpatrick commented on the workforce recruitment challenges and asked if the Partnership should consider allocating significant funding for increased use of Technology Enabled Care (TEC) in future financial plans. In response, G Paterson welcomed this and advised that the Partnership's ambition is to revisit previous plans and strategies in light of the pandemic and that this will be achieved through a 3 year Strategic and Financial Delivery Plan focusing on 5 priority areas, which will include the review of current approved plans, analysis of Covid-19 impact, remobilisation requirements and the inclusion of Scottish Government priorities and any associated additional funding. He further stated that he anticipated bringing proposals and recommendations to the IJB over the course of the next year.

Resolved:

- (i) The £3.887m year-end underspend in relation to core services, be noted.
- (ii) The year end surplus in relation to Covid 19 to be carried forward in an ear-marked Covid-19 reserve, be noted.
- (iii) The update regarding the IJB reserves position, be noted.

4.2 KEY STRATEGIC PERFORMANCE INDICATOR REPORT FOR THE PERIOD TO DECEMBER 2020: QUARTER 3

There was submitted a report by the Chief Officer (G/21/71) providing an update on the Health and Social Care Partnership's performance for the quarter three period to 31 December 2020 including progress against National and Ministerial Steering Group Indicators.

D MacPherson queried if data is broken down into different areas in Perth and Kinross as this can make interpretation of trends clearer. In response, C Jolly advised that this happens on a month to month basis to allow more granular analysis at executive level, but these do not come to Committee at this stage. G Paterson added that the HSCP were currently developing a suite of indicators at the next level down which are being refined and reported to the Executive Management Team and were very much operational but that any significant trends or issues will be reported to this Committee. He further confirmed a commitment had been given to develop

resources around building on previous work in relation to the Integrated Resource Framework which will allow detailed locality/GP Practice analysis on consumption of health and social care services.

Resolved:

- (i) The Health and Social Care Partnership's performance for the period to December 2020, be noted.
- (ii) The update provided in respect of performance on readmissions, be noted.

5 GOVERNANCE & ASSURANCE

5.1 STRATEGIC RISK MANAGEMENT UPDATE

There was submitted a report by the Chief Officer (G/21/72) providing an update on the Integration Joint Board Strategic Risk Register and the improvement actions being taken to mitigate the risks.

P Kilpatrick queried strategic risk concerning Primary Care and of the necessity to develop a Premises Strategy. G Paterson provided assurance that a PKHSCP Primary Care Strategy, looking at workforce and premises, is currently under development. He also stated that in relation to premises, the Partnership cannot enter into lease agreements so this will present a challenge to NHS Tayside to take responsibility. He also advised that the strategy will be presented to NHS Tayside at the earliest opportunity.

Resolved:

- (i) The IJB's Strategic Risk Register and Strategic Risk Improvement Plan as detailed in Report G/21/72, be noted.
- (ii) The approved Tayside Risk Management Strategic as detailed in Appendix 3 to Report G/21/72, be noted.

5.2 PARTNERSHIP IMPROVEMENT PLAN UPDATE

There was submitted a report by the Chief Officer (G/21/73) providing an update on progress made against the actions within the Partnership Improvement Plan.

Resolved:

- (i) The progress towards the achievement of actions within the Partnership Improvement Plan, be noted.
- (ii) The addition of two action points from the Annual Review of Governance, be noted.
- (iii) The deletion of one action point which requires to be taken forward at national level by Scottish Government, be noted.

5.3 AUDIT RECOMMENDATIONS UPDATE

There was submitted a report by the Head of Finance and Corporate Services (G/21/74) providing an update on progress on the implementation of all internal and

external audit recommendations arising since the formal inception of the Integration Joint Board on 1 April 2016.

Resolved:

- (i) The new completion dates for recommendations 34, 41b and 58a as detailed in Appendix 1 to Report G/21/74, be noted.
- (ii) The progress made to date on implementing agreed recommendations, be noted.

M SUMMERS LEFT THE MEETING AT THIS POINT

5.4 INTERNAL AUDIT PROGRESS UPDATE

There was submitted a report by the Chief Internal Auditor (G/21/75) providing an update on progress in relation to Internal Audit's planned activity.

Resolved:

The progress made with the delivery of the 2019/20 and 2020/21 plans as detailed in Appendix 1 to Report G/21/75, be noted.

5.4.1 INTERNAL AUDIT REPORT - FINANCIAL RISKS (19-01)

There was submitted a report by the Chief Internal Auditor (G/21/76) reviewing the arrangements in place to ensure that financial risks are mitigated and managed as appropriate.

The Audit & Performance Committee agreed to write to Partner Bodies to advise them of action 3 and to seek their support to resolve.

Resolved:

The contents of Report G/21/76, be noted.

5.4.2 INTERNAL AUDIT REPORT - IMPROVEMENT ACTIONS (20-01)

There was submitted a report by the Chief Internal Auditor (G/21/77) reviewing the efficiency and effectiveness of the completion of agreed improvement actions and the ensuing reporting arrangements.

Resolved:

The contents of Report G/21/77, be noted.

5.4.3 INTERNAL AUDIT REPORT - PROVIDER SUSTAINABILITY PAYMENTS (20-03)

There was submitted a report by Chief Internal Auditor (G/21/78) reviewing social care sustainability payments made to Commissioned Service Providers.

Councillor Purves raised a query around action point 2 concerning a general cap of 25% of the annual contract value and queried whether this had been exceeded. In response, J Smith advised that she could provide a degree of

assurance on this but not categorical assurance, this would be investigated and the findings circulated in due course.

Resolved:

The contents of Report G/21/78, be noted.

5.5 CHIEF INTERNAL AUDITORS ANNUAL REPORT AND ASSURANCE STATEMENT 2020/21

There was submitted a report by the Chief Internal Auditor (G/21/79) presenting the year-end report and audit opinion of the Chief Internal Auditor for 2020/21.

Resolved:

The contents of Report G/21/79 be noted, specifically the Audit Opinion detailed at Section 5 of the report.

E DEVINE LEFT THE MEETING AT THIS POINT.

5.6 APPOINTMENT OF INTERNAL AUDITORS 2021/22

There was submitted a report by the Head of Finance and Corporate Services (G/21/80) proposing Internal Audit Arrangements for the Integration Joint Board for 2020/21.

J Smith advised that in line with best practice the Audit and Performance Committee were required to make a recommendation to the IJB about Internal audit arrangements for the financial year.

Resolved:

- (i) The recommendation to the Integration Joint Board of the appointment of Jackie Clark as Chief Internal Auditor be approved.
- (ii) The appointment of Perth and Kinross Council Internal Audit Services and FTF as the IJB's Internal Auditors for 2021/22 for a period of 1-year, be approved.

5.7 INTERNAL AUDIT STRATEGY & PLAN 2021/22

There was submitted a report by the Chief Internal Auditor (G/21/81) seeking approval of the Annual Internal Audit Plan for Perth and Kinross Integration Joint Board for 2021/22.

Resolved:

The Internal Audit Strategy and Plan for 2021/22 as detailed in Appendix 1 to Report G/21/81, be approved.

6 DRAFT ANNUAL ACCOUNTS 2020/21

6.1 ANNUAL GOVERNANCE STATEMENT

There was submitted a report by the Head of Finance and Corporate Services (G/21/82) seeking approval of the Annual Governance Statement for the financial year 2020/21 which provides assurance as to the effectiveness of the Integration Joint Board's (IJB) governance framework and in particular the system of internal control.

J Smith explained that the annual review of governance provided the opportunity to review the rules, resources, systems, processes, culture and values of the organisation to ensure the framework surrounding delivery of strategic objectives was adequate. She further advised that the review showed a number of areas where further work will strengthen our internal controls and these are set out in the action plan for 2021/22 and also form key components of the Partnership Improvement Plan.

P Kilpatrick queried the paragraph in the Internal Control Framework section which states "Regular review of service quality against recognised professional clinical and care standards is provided by the PKHSCP Clinical Governance Forum which provides assurance to NHS Tayside Clinical Care Governance Committee and to the IJB." In response, J Smith explained that an Annual Assurance Report will come to the September meeting of this Committee which will give assurance from the PKHSCP Clinical Governance Forum, NHS Tayside Care Governance Committee and Perth and Kinross Council Scrutiny Committee. G Paterson concurred that the IJB, as a commissioning and planning body, should receive assurance from their statutory partners and as PKHSCP services are monitored through the Partnership's Clinical Governance Forum this allows the Chief Social Work Officer and the Associate Medical Director to report directly to NHST Care Governance Committee, he also advised that a similar arrangement is currently being considered for PKC. G Paterson also advised that consideration is being given to providing a level of reporting to this Committee in relation to this but that the Integration Scheme advises that the IJB should not be sighted on this level of detail and that the IJB should be assured by the Chief Officer that appropriate arrangements, measures and processes are in place for Clinical and Professional Governance. He further stated that this was an area that needed further exploration and discussion to ensure that IJB members are clear where their responsibilities sit in relation to this.

P Kilpatrick further advised that, as Deputy Chair of NHS Care Governance Committee, she does see all the reports but that IJB members would not see these reports, so it is therefore incorrect to include the earlier mentioned statement as this is currently not being reported to the IJB at present. In response, J Smith stated that this is a draft report which will be signed off in September and the reports providing the assurance will be brought forward at that meeting. She further clarified that the statement is written on the assumption that this happens and that a point of clarification will be circulated to members to make this point.

Resolved:

The 2020/21 Annual Governance Statement as detailed in Appendix 1 to Report G/21/82, be approved, subject to the action above being completed, for inclusion in the unaudited Annual Accounts.

6.2 UNAUDITED ANNUAL ACCOUNTS 2020/21

There was submitted a report by the Head of Finance and Corporate Services (G/21/83) presenting the Integration Joint Board's (IJB) Unaudited Annual Accounts for the financial year 2020/21 in accordance with the Local Authority Accounts (Scotland) Regulations 2014.

J Smith provided the Committee with an overview of the Unaudited Annual Accounts.

Resolved:

- (i) The Unaudited Annual Accounts be approved for submission to the Controller of Audit by 30 June 2021.
- (ii) The Head of Finance and Corporate Services be authorised to sign the Unaudited Annual Accounts on behalf of the IJB.

7. FOR INFORMATION

There were submitted and noted the following reports for information:

7.1 AUDIT & PERFORMANCE COMMITTEE WORK PLAN 2021/22 (G/21/84)

7.2 AUDIT & PERFORMANCE COMMITTEE RECORD OF ATTENDANCE 2020/21 (G/21/85)

8. DATES OF FUTURE MEETINGS

2 August at 10.30am (revised date, originally scheduled for 26 July 2021)
13 September 2021 at 9.30am
13 December 2021 at 9.30am
7 March 2022 at 9.30am

Resolved:

The dates of meetings as detailed above were approved and noted.

9. PRIVATE DISCUSSION

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

10. DATE OF NEXT MEETING

Monday 2 August 2021 at 10.30am.