



**Gillian Morrison (Interim Chief Officer)**

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## **Integration Joint Board – Audit Committee**

Wednesday, 10 March 2021, 10:00.

Microsoft Teams.

### **Minute**

#### **Present**

- Davie Campbell, Non-Executive Director, NHS Orkney.
- Issy Grieve, Non-Executive Director, NHS Orkney.
- Councillor John T Richards, Orkney Islands Council.
- Councillor Steve Sankey, Orkney Islands Council.

#### **Clerk**

- Sandra Craigie, Committees Officer, Orkney Islands Council.

### **In Attendance**

#### **Orkney Health and Care:**

- Gillian Morrison, Interim Chief Officer.
- Pat Robinson, Chief Finance Officer.

#### **Orkney Islands Council:**

- Andrew Paterson, Chief Internal Auditor.
- Katharine McKerrell, Solicitor.

#### **Audit Scotland:**

- Claire Gardiner, Senior Audit Manager.
- Neil Reid, Senior Auditor.

#### **Azets:**

- Matthew Swann, Associate Director.

### **Observing**

- Rebecca McAuliffe, Press Officer, Orkney Islands Council.

### **Chair**

Davie Campbell, NHS Orkney.

## **1. Apologies**

Apologies for absence had been intimated on behalf of the following:

- Jim Lyon, Interim Chief Social Work Officer, Orkney Islands Council.
- Frances Troup, Head of Housing, Homelessness and Schoolcare Accommodation Services, Orkney Islands Council.

## **2. Declarations of Interest**

There were no declarations of interest intimated in respect of items of business to be discussed at this meeting.

## **3. Minutes of Previous Meeting**

There had been previously circulated the draft Minute of the Meeting of the Audit Committee held on 18 November 2020.

The Minute was **approved** as a true record.

## **4. Matters Arising**

Following a query from Davie Campbell regarding Action 1, Finance Workshop, Pat Robinson confirmed that the Minute of the finance workshop held in August 2020 had previously been circulated. She apologised that the Minute of the development session held on 13 January 2021 had not been circulated as yet but confirmed that it would be circulated shortly. The Interim Chief Officer had requested an Action Log be compiled from all points raised at the workshop. The Action Log would then be passed to the OHAC Senior Management Team to see if there were any of the actions that could be progressed.

Action 2, relating to the Action Plan was complete and would be removed from the Log.

Regarding Action 4, key issues arising from Audit Scotland's COVID-19: Guide for Audit and Risk Committees, Pat Robinson confirmed that the Minute of the workshop held on 13 January 2021, where this item had been discussed, would be circulated shortly.

## **5. External Audit – Annual Audit Plan**

There had been previously circulated a report presenting Audit Scotland's annual audit plan for 2020/21, for consideration.

Claire Gardiner referred members to paragraphs 3 and 4 of the Annual Audit Plan for 2020/21 which highlighted the impact of coronavirus on the audit. She also highlighted that Audit Scotland was maintaining a pragmatic and flexible approach to the audit which would enable change at short notice should new issues emerge, or risks changed in significance. She then referred members to Exhibit 1, which highlighted the significant audit risks and the planned audit work for each risk.

She then highlighted Exhibit 2, Audit Outputs, and stated that, due to fall out from COVID-19, Audit Scotland, as yet, was unable to commit to a committee date but it was hoped that they would be able to update members on agreed dates at the June meeting.

Davie Campbell commented that, as well as the standard items being on the audit plan, it was good to see current issues such as set aside budget, changes in leadership and performance management included as well and, following a query, Claire Gardiner confirmed that medium and long term financial plans would be covered in risk 8, financial sustainability.

Issy Grieve commented that, regarding risk 4 set aside budget, it would be beneficial to have a development session for the Board to gain more in-depth knowledge of set aside that now came under the Integration Joint Board. She also welcomed risk 11, performance management and best value, and made comment that there had been performance reports from NHS Orkney which came through the Clinical and Care Governance Committee so there were reports but perhaps they had not been highlighted enough.

Gillian Morrison reminded members that a report regarding the full delegation of the set aside funding had been submitted to the September meeting of the Integration Joint Board. The direction was that the budget would be managed through NHS Orkney with the Integration Joint Board receiving regular monitoring reports. She agreed that a development session on set aside would be helpful. Regarding performance management, Gillian Morrison reminded members that the annual performance report, which was required by statute, was brought to the Integration Joint Board in October/November 2020. She also highlighted that comprehensive performance reports had been brought to the Board but had all come at one time rather than being spread out over the year.

Davie Campbell welcomed more regular reports rather than coming at one time. He also requested that the development session for set aside be added to the Action Plan.

Regarding the set aside paper that was presented in September 2020, Pat Robinson highlighted the six steps to be followed. However, capacity had been limited due to various financial returns regarding COVID-19 being requested by the Scottish Government which had been the priority meantime. She confirmed that she would contact the Director of Finance regarding a development session to enable a better understanding of set aside and what it entailed. She also confirmed that the Performance Officer was due to start work shortly and one of the first priorities would be the performance framework. She also highlighted that Audit Scotland had agreed to lead on a development session regarding responsibilities for the annual accounts, which would be arranged in due course.

The Audit Committee noted the external audit plan for 2021/22, prepared by Audit Scotland, attached as Appendix 1 to the report by the Chief Finance Officer.

Councillor Steve Sankey left the meeting during discussion of this item.

## **6. Orkney Islands Council – Internal Audit Report**

### **Care Contribution Charging**

There had been previously circulated a report presenting the findings of an internal audit, undertaken on behalf of Orkney Islands Council, relating to care contribution charging, for consideration.

The Audit Committee noted:

**6.1.** That the Council's Internal Audit had undertaken an audit of the procedures and controls relating to Care Contribution Charging.

**6.2.** That the Internal Audit report, attached as Appendix 1 to the report by the Internal Auditor, Orkney Islands Council, was scrutinised by the Council's Monitoring and Audit Committee on 4 February 2021.

**6.3.** The findings of the Internal Audit Report – Care Contribution Charging, attached as Appendix 1 to the report by the Chief Internal Auditor, Orkney Islands Council.

Councillor Steve Sankey rejoined the meeting at this point.

## **7. Internal Audit Report – Corporate Governance**

There had been previously circulated a report presenting Azets' Internal Report on Corporate Governance of the Integration Joint Board, seeking Committee assurance.

Matt Swann highlighted that overall compliance regarding core requirements and processes that had been developed was good with well-developed processes. There were a few points that had been highlighted in the report which could be developed further to enhance practice. He also highlighted the importance of making sure that development sessions be as effective as possible for the participants.

Issy Grieve welcomed the review of the committee structure and stated that work had already commenced on this, with two sessions scheduled within the next 10 days. She went on to say that the current system of voting members of the IJB also sitting on Clinical and Care Governance Committee had worked well but she took on board the point about future proofing and welcomed the opportunity to look at this again.

Following Davie Campbell's query regarding members' induction, Matt Swann acknowledged that, with individuals coming from both NHS Orkney and Orkney Islands Council, there was a certain level of assumed knowledge that came from both roles into the IJB and that the idea behind development sessions was the right approach. He also highlighted that it was important that development sessions were not only tailored to current membership but also thinking about those who may join in the future.

Gillian Morrison reflected on the very diverse membership that IJBs need to take account of including all the different views of stakeholder members. She also highlighted that the induction for a long-standing Councillor or NHS Board member would differ to other members. She also highlighted that it was important that members did not feel overwhelmed and that there was clarity about the role and what the expectations were. She went on to say that the role descriptors had been updated recently, which was helpful.

Councillor John Richards highlighted that when he joined the IJB there had been induction sessions that took members around the various facilities which he had found very helpful. There were also presentations by service providers which also gave them the opportunity to meet IJB members.

Councillor Steve Sankey welcomed the recommendation regarding development of IJB members and commented that Orkney Islands Council's Pension Fund Sub-committee and Board had a very good training programme and, while the needs of the IJB were not the same, it was a good model for the IJB to look at and follow some elements of best practice.

Davie Campbell agreed that the Pension Fund training model should be explored. He also commented that it had been the first year that officers and Board members had influenced more of the outcome and that had worked well.

The Audit Committee scrutinised the internal audit of corporate governance report prepared by Azets, attached as Appendix 1 to the report circulated, and obtained assurance.

## **8. Date and Time of Next Meeting**

It was agreed that the next meeting be held on Wednesday, 23 June 2021 at 11:30.

It was noted that the following dates had also been scheduled:

- Wednesday, 25 August 2021 at 14:00.
- Wednesday, 17 November 2021 at 11:30.

## **9. Conclusion of Meeting**

There being no further business, the Chair declared the meeting concluded at 10:35.