



MINUTE OF MEETING OF THE AUDIT, PERFORMANCE AND RISK COMMITTEE

Thursday, 29 February 2024

Council Chambers, Council Office, High Street, Elgin, IV30 1BX

PRESENT

Mr Simon Bokor-Ingram, Mr Sean Coady, Councillor Scott Lawrence, Mr Derick Murray, Ms Deborah O'Shea, Mr Sandy Riddell, Councillor Ben Williams

APOLOGIES

Ms Sonya Duncan, Ms Deirdre McIntyre

IN ATTENDANCE

Public Sector Audit Director - Scotland, Grant Thornton UK LLP; Chief Internal Auditor; Chief Social Work Officer/Head of Service; Service Manager, Provider Services and Caroline O'Connor, Committee Services Officer.

1. Chair

The meeting was chaired by Councillor Scott Lawrence.

2. Declaration of Member's Interests

Mr Riddell stated for transparency that he was Chair of the Mental Welfare Commission Scotland.

The Board noted that there were no other declarations of member's interests.

3. Minute of Meeting of 26 October 2023

The minute of the meeting of 26 October 2023 was submitted and approved.

4. Action Log of Meeting of 26 October 2023

The Action Log of the meeting of 26 October 2023 was discussed and updated accordingly.

5. Quarter 2 and 3 (July-December 2023) Performance Report

The meeting had before it a report by the Corporate Manager updating the Committee on performance as at Quarter 3 (October-December 2023). Quarter 2 and 3 analysis was incorporated into the report.

In response to a query from Mr Murray regarding why Figure 1 Performance Summary references new targets when there are already targets set, the Chief Officer advised some targets require to be revised when national trajectories change but acknowledged it would be useful for an explanation to be included when targets change to ensure Committee understand why the changes have been made.

In response to a query from the Chair regarding the increase in rates of emergency admissions for over 65s per 1000 population and whether the figures were adjusted to take account of the continual increase of the over 65s population, the Chief Officer confirmed he understood the figures related to per 1000 population and there was no adjustment in demography. The Chair stated it would be helpful for information to be included to show if the increase related to the increasing population of over 65s or if there was another reason for the rise.

Following consideration the Committee unanimously agreed to note :-

- i) the performance of local indicators for Quarters 2 and 3 (July to December 2023) as presented in the Performance Report at Appendix 1; and
- ii) the analysis of the local indicators that have been highlighted and actions being undertaken to address performance that is outside of acceptable target ranges as detailed in Appendix 1.

6. Quarter 3 (October to December 2023) Performance Report Childrens Social Work and Justice Services

The meeting had before it a report by the Chief Social Work Officer/Head of Service informing the Committee on performance as at Quarter 2 (October to December 2023).

Following consideration the Committee unanimously agreed to note:-

- i) the performance of local indicators for Quarter 3 (October to December 2023) as presented in the Performance Report at Appendix 1; and
- ii) the analysis of the local indicators that have been highlighted and actions being undertaken to address performance that is outside of acceptable target ranges as detailed in Appendix 1.

7. Internal Audit Section - Update

The meeting had before it a report by the Chief Internal Auditor asking Committee to consider the contents of the report, seek clarification on any points noted and otherwise note the report.

Mr Riddell expressed concern that recommendations in the Appendices have not been followed through by the completion dates and in terms of governance, the Committee could therefore not be assured that the issues raised by the Chief Internal Auditor were going to be addressed. In response the Chief Internal Auditor confirmed

he shared Mr Riddell's concerns and whilst appreciating the ongoing demands on services, workload pressures and reduced budgets, he will need to reflect these issues within his annual opinion. He noted services were committed to implementing the changes and whilst progress was being made, changes sometimes take longer to implement than the date initially committed to.

Following consideration the Committee unanimously agreed to note the audit update.

8. Financial Strategic Risk Register - January 2024

The meeting had before it a report by the Chief Officer providing Committee with an overview of the increase to the strategic financial risks, along with a summary of actions which are in place to mitigate those risks, updated January 2024.

The Chief Officer advised the target date in the Further Controls Required section of the Appendix relating to the financial development workshop with MIJB members should read 7 March 2024 and would ensure this was corrected in the final version.

Following consideration the Committee unanimously agreed to:-

- i) note the updated Financial Strategic Risk Register included in Appendix 1;
- ii) the draft format of the new Strategic Risk Register; and
- iii) note that, as agreed, any significant changes to the register outwith the reporting cycle would be presented at the first opportunity.

Councillor Williams left the meeting at this juncture.

9. Internal Audit Section - Completed Projects

The meeting had before it a report by the Chief Internal Auditor providing an update on audit work completed since the last meeting of the Committee.

Mr Murray referred to the concerns raised by the Chief Internal Auditor in relation to the Moray Integrated Community Equipment Store audit and noted that a stock take audit should be standard practice as part of the operation of the store. In response the Service Manager, Provider Services advised the service is currently operating with two different systems across six different sites which causes complications however to provide assurance and evidence implementation, he offered to bring back a comprehensive delivery plan and update report to the next APR Committee.

Following consideration the Committee unanimously agreed to note the audit update.

10. Internal Audit Plan 2024-25

The meeting had before it a report by the Chief Internal Auditor providing the Committee with information on the proposed internal audit coverage for the 2024/25 financial year.

Following consideration the Committee unanimously agreed the proposed audit coverage.

11. Care at Home Inspection Report

The meeting had before it a report by the Service Manager, Provider Services updating the Committee on the outcome of the recent inspection of the Care at Home Services by the Care Inspectorate.

The Committee joined the Chair in thanking all staff involved for their hard work which had resulted in such a positive inspection report.

Following consideration the Committee unanimously agreed to note the outcome of the inspection of the Care at Home Services by the Care Inspectorate.

12 Residential Child Care Service (CALA) Inspection Report

The meeting had before it a report by the Service Manager, Provider Services updating the Committee on the outcome of the recent inspection of the Care Home Service by the Care Inspectorate.

The Committee joined the Chair in thanking all staff involved for their hard work which had resulted in such a positive inspection report.

Following consideration the Committee unanimously agreed to note the outcome of the inspection of the Care Home (Children and Young People) Service by the Care Inspectorate.

13. Joint Inspection of Services for Children and Young People at Risk of Harm in Moray

The meeting had before it a report by the Chief Social Work Officer/Head of Service informing the Committee of an overview of the findings from the joint inspection of Children's Services by the Care Inspectorate report published on 23 January 2024, as at Appendix 1.

Mr Riddell welcomed the report and was encouraged by the service's awareness of the areas for improvement however noted the governance structure is complicated and suggested it would be prudent to map out where responsibility sits with the IJB to clarify responsibility and roles. In response the Chief Social Work Officer/Head of Service confirmed she would bring the Improvement Action Plan and the governance structure chart to the next Committee to provide clarity.

Following consideration the Committee unanimously agreed to note:-

- i) the overview of the findings from the joint inspection of Children's Services by the Care Inspectorate; and
- ii) the Children's Services partnership are developing an improvement plan in respect of the findings.

14. Directions Update

The meeting had before it a report by the Chief Financial Officer informing the Committee of the issued Directions of the Moray Integration Joint Board (MIJB) for the period 1 April to 30 November 2023.

Following consideration the Committee unanimously agreed to note the Directions issued in the period April to November of 2023/24.

**15. Update on Improvement Plan for Adult Social Care Commissioning
[Para 6.2.2]**

The meeting had before it a report by the Chief Social Work Officer/Head of Service informing the Committee of progress regarding the Improvement Plan for Adult Social Care Commissioning in line with the external review conducted by KPMG, finalised in February 2023.

The Chief Internal Auditor emphasised the importance of momentum of progress and suggested the service should provide regular updates on progress to the Committee. In response the Chief Social Work Officer/Head of Service confirmed regular updates would be brought to Committee and she would seek advice from the Chief Internal Auditor on how to best record the evidence.

Mr Riddell moved, in terms of good governance, that the wording in recommendations (i), (ii) and (iii) be amended to "endorse" rather than "note".

Following consideration and there being no one otherwise minded the Committee unanimously agreed to:

- i) endorse the progress since October 2023 in relation to the recommendations detailed in the Improvement Plan attached at Appendix 1;
- ii) endorse the updated Improvement Action Plan approved by Moray Integration Joint Board (MIJB) Audit Performance and Risk (APR) Committee on 26 October 2023 (para 12 of the minute refers) attached as Appendix 2;
- iii) endorse the draft Procurement and Commissioning Timeline, in relation to the provision of assurance around the completion of contracts, attached at Appendix 4; and
- iv) agree that Internal Audit will undertake a follow up review after the final date of the Improvement Plan.