



MINUTE OF MEETING OF THE MORAY INTEGRATION JOINT BOARD

AUDIT, PERFORMANCE AND RISK COMMITTEE

Thursday, 19 September 2019

Inkwell Main, Elgin Youth Café, Francis Place, Elgin, IV30 1LQ

PRESENT

Ms Tracey Abdy, Mrs Pam Dudek, Councillor Tim Eagle, Mr Sandy Riddell

APOLOGIES

Councillor Louise Laing, Mr Steven Lindsay, Councillor Dennis Robertson, Mr Atholl Scott

IN ATTENDANCE

Ms Jeanette Netherwood, Corporate Manager; Mr Dafydd Lewis, Senior Auditor, Moray Council (substituting for Mr Atholl Scott); Mr Brian Howarth, Audit Director, Audit Scotland; and Mrs Caroline Howie, Moray Council as clerk to the Board.

ALSO PRESENT

Councillor Shona Morrison (ex-officio)

1 Chair of Meeting

The meeting was chaired by Mr Sandy Riddell.

2 Declaration of Member's Interests

There were no declarations of Members' Interests in respect of any item on the agenda.

3 Order of Business

In terms of Standing Order 2.2 the Committee agreed to vary the order of business as set down on the Agenda and take Item 8 'External Auditors Report to Those Charged with Governance' and Item 9 '2018/19 Audited Annual Accounts' at this juncture to allow the Audit Director, Audit Scotland to leave the meeting at the earliest opportunity.

4 External Auditors Report to Those Charged with Governance

A report by the Chief Financial Officer invited Committee to consider the reports to those charged with governance from the Board's External Auditor for the year ended 31 March 2019.

During discussion it was stated that the Committee had an assurance role and that although there was a deficit the Committee was of the opinion that assurances had been given that work was underway to ensure transformation was taking place in an efficient and timely manner.

Thereafter the Committee agree to note the report and the reports from the External Auditor within appendices 1 and 2 of the report.

Councillor Morrison entered the meeting during discussion of this item.

5 2018/19 Audited Annual Accounts

Under reference to paragraph 16 of the Minute of the meeting of the Moray Integration Joint Board dated 27 June 2019 a report by the Chief Financial Officer presented the Audited Annual Accounts for the year ended 31 March 2019.

Following discussion the Committee agreed to approve the Audited Annual Accounts for the financial year 2018/19.

Thereafter Councillor Shona Morrison, Chair of Moray Integration Joint Board, Ms Pam Gowans, Chief Officer and Ms Tracey Abdy, Chief Financial Officer signed the paperwork to confirm the accounts were a true and accurate record.

Councillor Morrison and Mr Howarth left the meeting at this juncture.

6 Minute of Meeting dated 28 March 2019

The Minute of the meeting of the Moray Integration Joint Board Audit, Performance and Risk Committee dated 28 March 2019 was submitted and approved.

7 Action Log of Meeting dated 28 March 2019

The action log of the Moray Integration Joint Board Audit, Performance and Risk Committee dated 28 March 2019 was submitted and it was noted that all actions, apart from the following, had been completed:

Item 2 'Quarter 3 (October - December 2018) Performance Report' - it had not be

possible to provide a report on this occasion and the Committee agreed to defer this to the next meeting.

8 Minute of Meeting dated 25 July 2019

The Minute of the meeting of the Moray Integration Joint Board Audit, Performance and Risk Committee dated 25 July 2019 was submitted and approved.

9 Minute of Meeting dated 1 August 2019

The Minute of the meeting of the Moray Integration Joint Board Audit, Performance and Risk Committee dated 1 August 2019 was submitted and approved.

10 Action Log of meeting dated 1 August 2019

The action log of the Moray Integration Joint Board Audit, Performance and Risk Committee dated 1 August 2019 was submitted and it was noted that all actions had been completed.

11 Order of Business

In terms of Standing Order 2.2 the Board agreed to vary the order of business as set down on the Agenda and take Item 11 'Planned Internal Audit Work for 2019/20' and Item 12 'Strategic Risk Register - September 2019' at this juncture to allow additional time for the officer due to present Item 10 'Quarter 1 (April - June 2019) Performance Report' to arrive at the meeting.

12 Planned Internal Audit Work for 2019-20

A report by the Chief Internal Auditor provided Committee with information on the areas of work to be included in the Internal Audit plan for the remainder of the 2019/20 financial year.

Discussion took place on the work covered by the audits and how the policies and priorities of Moray Council Housing were integrated with the Moray Health and Social Care Partnership.

The Chief Officer advised discussions were planned for September to look strategically at how work would be undertaken to ensure appropriate governance.

Thereafter the Committee agreed to note the contents of the report and the outcomes and assurances expected from each of the selected project areas.

13 Strategic Risk Register - September 2019

Under reference to paragraph 6 of the draft Minute of the meeting dated 28 March 2019 a report by the Chief Officer provided an overview of the current strategic risks, along with a summary of actions which are in place to mitigate those risks, updated as at 1 September 2019.

Discussion took place on the work of the Health and Social Care Moray Resilience Group and it was stated the Group would be undertaking a review of the Business Continuity for the Primary Care contract.

Issues with recruitment and retention of personnel was discussed and the Committee agreed to seek a further report on this to a future meeting.

Thereafter the Committee agreed to:

- i. note the updated Strategic Risk Register;
- ii. note the action log; and
- iii. seek a report to a future Committee on the issues with recruitment and retention of staff.

14 Quarter 1 (April - June 2019) Performance Report

A report by the Chief Financial Officer updated Committee on the performance of the Moray Integration Joint Board as at Quarter 1 (April - June 2019/20).

As the officer due to introduce the report had not arrived the Chief Officer advised she would be able to cover any queries and the Committee agreed to review the report.

The Number of Alcohol Brief Interventions being delivered and capacity of staff to undertake these was discussed.

It was stated that complaints can come in via either the NHS or Moray Council systems however if there were complex complaints that covered both areas these were dealt with by one person leading the investigation to ensure duplication of work was kept to a minimum.

Thereafter the Committee agreed to note the:

- i. performance of local indicators for Quarter 1 (April - June 2019) as presented in the summary report at appendix 1 of the report; and
- ii. detailed analysis of the local indicators that have been highlighted and actions being undertaken to address poor performance as contained within Section 5 of the report.

15 Delayed Discharges

Under reference to paragraph 5 of the Minute of the meeting dated 28 March 2019 a report by Sean Coady, Head of Service, informed Committee of Health and Social Care Moray (HSCM) performance in regard to Delayed Discharges and the action being undertaken to address the performance within that area.

Discussion took place on steps and solution that may be possible to impact and reduce the number of delayed discharges. It was stated that a focus group would be taking place during October and encouraging steps had already been taken.

During further discussion the Committee agreed a further report on the impact of changes would be beneficial and agreed to seek a report to the meeting scheduled for March 2020.

Thereafter the Committee agreed to note:

- i. the performance of HSCM in regard to Delayed Discharges;
- ii. the collated comments in appendix 1 of the report, from the workshop on 23 July 2019; and
- iii. a progress report will be brought to the Committee on 26 March 2020.

16 Payment Verification Assurance Update

Under reference to paragraph 10 of the Minute of the meeting of 13 December 2018 a report by Sean Coady, Head of Service, provided an update on the review of the Payment Verification Assurance Service provided by National Services Scotland Practitioner Services Divisions, on behalf of NHS Grampian.

As the officer responsible for the report was not in attendance the Committee agreed to defer the report until the meeting scheduled for January 2020.