



## **MINUTE OF MEETING OF THE MORAY INTEGRATION JOINT BOARD**

### **AUDIT, PERFORMANCE AND RISK COMMITTEE**

**Thursday, 30 January 2020**

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

#### **PRESENT**

Ms Tracey Abdy, Ms Elidh Brown, Councillor Theresa Coull, Mrs Pam Dudek, Councillor Tim Eagle, Mr Steven Lindsay, Mr Sandy Riddell, Mr Dennis Robertson, Mr Atholl Scott

#### **IN ATTENDANCE**

Ms Jeanette Netherwood, Corporate Manager; Mr Bruce Woodward, Senior Performance Officer; and Mrs Caroline Howie, Committee Services Officer, Moray Council, as clerk to the meeting.

#### **1 Chair of Meeting**

The meeting was Chaired by Councillor Theresa Coull.

#### **2 Declaration of Member's Interests**

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

#### **3 Minute of Meeting dated 19 September 2019**

The Minute of the meeting of the Moray Integration Joint Board Audit, Performance and Risk Committee dated 19 September 2019 was submitted and approved.

#### **4 Action Log of Meeting dated 19 September 2019**

The action log of the Moray Integration Joint Board Audit, Performance and Risk Committee dated 19 September 2019 was submitted and it was noted that all actions, other than the following, had been completed:

Item 1 ' Action Log of Meeting dated 28 March 2019' - data not forthcoming from NHS, the Chief Officer will raise this at a senior level. Due date to be updated to March 2020.

Item 2 ' Strategic Risk Register - September 2019' - there are similar issues with obtaining data in relation to staff recruitment and retention. Due date to be update to March 2020.

Item 4 ' Payment Verification Assurance Update' - a new contracts manager has been appointed; due date to be further updated to March 2020.

## **5 Quarter 2 (July - September 2019) Performance Report**

A report by the Chief Financial Officer updated the Committee on the performance of the Moray Integration Joint Board (MIJB) as at Quarter 2 (July - September 2019/20).

Mr Woodward advised it was the intention to change the format of the report and a suggested template would be provided to the next meeting for consideration.

Discussion took place on issues with performance which were being escalated to the performance meeting; it is hoped this will see an improvement during the next reporting period.

Thereafter the Committee agreed to note:

- i. the performance of local indicators for Quarter 2 (July - September 2019) as presented in the summary report at appendix 1 of the report;
- ii. the analysis of the local indicators that were highlighted and actions being undertaken to address performance that is outside of acceptable target ranges as contained within Section 5 of the report; and
- iii. a further report with a suggested new template will be presented to the meeting in March.

## **6 Strategic Risk Register - January 2020**

Under reference to paragraph 13 of the Minute of the meeting of the Moray Integration Joint Board dated 28 November 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 January 2020.

During discussion of the risks being faced it was stated there would be pressure in the future as a number of senior staff are due to retire.

Thereafter the Committee agreed to note the:

- i. amendments to the description of risk; and

- ii. updated Strategic Risk Register and action plan included in appendices 1 and 2 of the report.

## **7 Internal Audit Update**

Under reference to paragraph 12 of the draft Minute of the meeting dated 19 September 2019 a report by the Chief Internal auditor provided Committee with details of progress on projects contained within the Internal Audit plan for 2019/20 financial year.

Discussion took place on the progress of audit work for those areas identified in the report.

Thereafter the Committee agreed to note that:

- i. while some projects have been taken forward, there is further work required to bring these to a formal conclusion; and
- ii. that audit assurances informing the annual audit opinion for the Moray Integration Joint Board for the 2019/20 year will continue to be drawn from the Council and NHS respectively.

## **8 Public Sector Internal Audit Standards - External Quality Assessment of Internal Audit**

A report by the Chief Internal Auditor provided the Committee with details of an external quality assessment undertaken on the council's internal audit service.

Following consideration the Committee agreed to note the report and the action plan prepared to address the issues raised in the external quality assessment of internal audit.

## **9 Civil Contingencies - Resilience Standards Progress**

A report by the Corporate Manager informed Committee of Health and Social Care Moray's progress against NHS Grampian's Resilience Improvement Plan 2019-2021 and provided an overview of the work of the Health and Social Care Moray (HSCM) Civil Contingencies Group.

The Chief Officer advised she was always on call during emergency situations. The system had been tested and was found to work well.

Following discussion the Committee agreed to note the:

- i. contents of the report alongside the HSCM Civil Contingencies Group Action Plan, provided at appendix 1 of the report;
- ii. outcome of the Primary Care Business Continuity external audit by PricewaterhouseCoopers, shown in appendix 2 of the report; and
- iii. progress to date and that an annual report will be requested from the HSCM Civil Contingencies Group.

