



MINUTE OF MEETING OF THE INTEGRATION JOINT BOARD

AUDIT, PERFORMANCE AND RISK COMMITTEE

Thursday, 25 March 2021

remote locations via video conference

PRESENT

Councillor Theresa Coull, Councillor Frank Brown, Mr Sandy Riddell, Ms Tracey Abdy, Mr Simon Bokor-Ingram, Mrs Jane Mackie, Ms Elidh Brown and Mr Atholl Scott

APOLOGIES

Mr Sean Coady, Mr Nick Fluck and Mr Steven Lindsay

IN ATTENDANCE

Also in attendance at the above meeting was Mr Bruce Woodward, Senior Performance Officer; Mrs Jeanette Netherwood, Corporate Manager; Maggie Bruce, Audit Scotland; Pauline Maloy, Health Intelligence; Jo Duncan, Quality Improvement and Performance; and Mrs Isla Whyte, Interim Support Manager, as clerk to the Board.

1. Chair of Meeting

The meeting was chaired by Cllr Coull.

2. Welcome and Apologies

The Chair welcomed everyone to the meeting and apologies were noted.

3. Declaration of Member's Interests

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

4. Minute of Board Meeting dated 26 November 2020

The Minute of the meeting dated 26 November 2020 was submitted for approval.

The Board agreed to approve the minute as submitted.

5. Action Log of Board Meeting dated 26 November 2020

The Action Log of the meeting dated 26 November 2020 was discussed and updated accordingly at the meeting.

6. Quarter 3 (October - December 2020) Performance Cover Report

A report by the Chief Financial Officer updates the Committee on its performance as at Quarter 3.

Bruce Woodward reported performance has improved over the last quarter. Impact of COVID-19 is now evident through indicators presented. Changes to routine procedures in services has resulted in improvements in both indicators relating to mental health and delayed discharges. Development on key social work indicators is underway to understand the pressures within the social care system.

Data measures on operational indicators is presented to the appropriate management groups for ongoing consideration and refinement. Work will continue to review and reassess the indicators and set targets that are realistic taking into consideration and aligning to new ways of working. Comparisons to previous years' trends will be drawn once services fully re-mobilise.

It should be recognised that the long-term implications of the pandemic are yet to be realised.

Appendix 2 provides information to the Committee around emergency readmissions and why rates have increased and that they are returning to normal.

Cllr Brown asked for further information around the outstanding social work assessments. Mrs Mackie stated the backlog is a result of the pandemic. Outcome based work will mitigate this risk long term. Short term, social care are prioritising work and it may be additional hours are required to reduce backlog.

After discussion the Committee agreed the target set for delayed discharges is too high. Mr Bokor-Ingram suggested the target should be 10. A comprehensive narrative should then be included if delayed discharges reach double figures.

The Committee noted the performance of local indicators for Quarter 3 and the analysis of the local indicators that have been highlighted and actions being undertaken to address the performance that is outside of acceptable target ranges.

The Committee also agreed an additional recommendation:

- I. Reset the delayed discharge target at 10 with a commensurate reduction in target for bed days to be agreed.

7. Internal Audit Update

A report by the Chief Internal Auditor provides the Committee with a progress update since the last meeting of the Committee in November and on the implications for audit planning for the 2021/22 financial year.

While work on service specific audits has been limited during the year, a focus has been maintained on the integrity of key system ie payroll and creditor payments.

A further meeting is scheduled for mid-April to progress joint working across NHS Grampian. Should the Moray Integration Joint Board (MIJB) seek greater assurances from the Health Board than current arrangements provide, further work will be required to assess how this can be achieved. Through integration and activities such as Discharge to Assess (D2A) there may potentially be aspects that need to be brought together for audit.

Some discussion with external audit is still to take place to reach a definitive review with regards to audit opinion.

Audit planning for 2021/22 is underway, aim to have a firm program to take back to the next Committee meeting once the position with lockdown easing becomes clearer.

The Committee noted the audit update.

8. Strategic Risk Register – March 2021

A report by the Chief Officer provides the Committee with an overview of the current strategic risks, along with a summary of actions which are in place to mitigate those risks, updated March 2021.

Long term impact of COVID-19 on services, population and staff health & wellbeing are yet to be identified.

It was agreed to change the wording within the risk register under the mitigating actions for the first risk to 'MIJB member briefings' as opposed to 'MIJB voting member briefings'. It was confirmed weekly newsletters have been and will continue to be issued to members. MIJB development sessions are also now taking place regularly, although it was noted it will be beneficial when these can take place face to face again.

The Committee noted the contents of the report and the updated Strategic Risk Register, noting it will be further refined to align with the transformation plans as they evolve.

9. Civil Contingencies – Resilience Standards

A report by the Corporate Manager informs the Committee of HSCM's progress against the NHS Grampian's Resilience Improvement Plan 2019-2021 and provide an overview of the work of the HSCM Civil Contingencies Group.

The Committee was informed that from 17 March 2021 IJBs are included as Category 1 Responders under the Civil Contingencies Act 2004 (Scotland). This places some additional duties on IJBs. From December 2020 HSCM have been

attending Local Resilience Partnership (LRP) meetings. Managers are working closely with colleagues in the LRP, Moray Council and NHS Grampian to ensure that necessary plans are in place.

There have been two recent gas outages in Keith and Huntly. Debriefs are being undertaken at the moment and that will help inform any improvement actions required.

The Committee noted the contents of this report alongside the HSCM Civil Contingencies Group action plan and progress to date and request an annual assurance report from the HSCM Civil Contingencies Group.

11. External Audit Plan for Year Ending 2020-21

A report by the Chief Financial Officer informs the Committee of the Auditor's Annual Plan for 2020/21.

Maggie Bruce, Audit Scotland, attended the meeting to take members through the annual audit plan. It was noted the plan follows the same format as previous years.

MIJB is required to submit the Unaudited Annual Accounts along with supporting working papers to Audit Scotland by 30 June 2021 following consideration by those charged with governance at the meeting of the MIJB on 24 June 2021. The MIJB will be asked to approve the audited annual accounts and to consider the Annual Audit Report at its meeting of 25 November 2021.

The Committee considered and noted the contents of the External Auditor's Annual Plan for 2020/21.