



MINUTE OF MEETING OF THE MORAY INTEGRATION JOINT BOARD

SPECIAL AUDIT, PERFORMANCE AND RISK COMMITTEE

THURSDAY 26 JULY 2018

INKWELL MAIN, ELGIN YOUTH CAFÉ

PRESENT

VOTING MEMBERS

Dame Anne Begg (Chair)	Non-Exec Board Member, NHS Grampian
Councillor Louise Laing	Moray Council
Mrs Susan Webb	Executive Board Member, NHS Grampian

NON-VOTING MEMBERS

Ms Elidh Brown	tsiMoray
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IN ATTENDANCE

Ms Tracey Abdy	Chief Financial Officer
Ms Pamela Gowans	Chief Officer
Mr Atholl Scott	Chief Internal Auditor
Ms Jeanette Netherwood	Corporate Manager
Ms Heidi Tweedie	tsiMoray
Mrs Caroline Howie	Committee Services Officer, Moray Council, as Clerk to the Committee

APOLOGIES

Councillor Tim Eagle	Moray Council
Mr Steven Lindsay	NHS Grampian Staff Partnership Representative

1.	DECLARATION OF MEMBERS' INTERESTS
	There were no declarations of Members' interests in respect of any item on the agenda.
2.	MINUTE OF MEETING OF THE MORAY INTEGRATION JOINT BOARD AUDIT AND RISK COMMITTEE DATED 29 MARCH 2018



	The minute of the meeting of the Moray Integration Joint Board Audit and Risk Committee dated 29 March 2018 was submitted and approved.
3.	ACTION LOG OF THE MORAY INTEGRATION JOINT BOARD AUDIT AND RISK COMMITTEE DATED 29 MARCH 2018
	The Action Log of the Moray Integration Joint Board Audit and Risk Committee dated 29 March 2018 was discussed and it was noted that all actions had been completed.
4.	RISK POLICY
	<p>A report by the Chief Officer presented the updated Risk Policy for the Moray Integration Joint Board for approval.</p> <p>It was advised there were no material changes to the Policy.</p> <p>Discussion took place on how risks are categorised and the frequency of review. It was stated that a risk categorised as very high may be reviewed every three months whereas those risks that are likely to be rare will not need to be reviewed so often as the controls will not change.</p> <p>It was noted that in the matrix of risk in appendix 1 of the report that if a risk was likely to have a rare occurrence then the consequence/impact, even if extreme, would lead to the risk being no more than medium. It was agreed that even if an event was rare if it was extreme it could be very high risk.</p> <p>It was advised the matrix was a starting point for agreeing risks but during discussion it was agreed that a narrative to explain the reasoning behind risk scores would be beneficial. The Corporate Manager was tasked with reviewing the possibility of including a narrative and providing a further report to Committee.</p> <p>Thereafter the Committee agreed to:</p> <ul style="list-style-type: none"> i) approve the updated Risk Policy provided in appendix 1 of the report; ii) task the Corporate Manager with reviewing the possibility of including a narrative explaining the reasoning behind risk scores; and iii) note a further report will be presented to Committee in due course.
5.	STRATEGIC RISK REGISTER – JULY 2018
	<p>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 July 2018.</p> <p>Discussion took place on mitigating actions and what can be done to reduce risk.</p> <p>The Chair stated the register was easier to understand than what was previously presented and asked if all present were of the opinion the correct risks were being reviewed or if there was anything that should be added or removed.</p> <p>During further discussion it was agreed a risk assessment of the General Data Protection Regulation (GDPR) should be undertaken.</p> <p>Thereafter, following further lengthy discussion, the Committee agreed to note:</p>

	<p>i) the updated defined strategic risks for the Integration Joint Board;</p> <p>ii) the updated Strategic Risk Register; and</p> <p>iii) a risk assessment of the GDPR will be undertaken.</p>
6.	ANNUAL PERFORMANCE REPORT 2017/18
	<p>A report by the Chief Officer requested the Committee consider and approve the draft Annual Performance Report 2017/18.</p> <p>It was stated that production of the report for publication by 31 July had been challenging as the updated indicators for 2017/18 produced by the Information Services Division for Scotland had not been made available until the beginning of June 2018.</p> <p>Lengthy discussion took place on the content of the report and the need to not only deliver services well but also to capture the information for inclusion in reports such as this.</p> <p>Thereafter the Committee agreed to:</p> <p>i) note the approach taken to produce the 2017/18 Annual Performance Report; and</p> <p>ii) approve the report in appendix 1 of the report for publication by the 31 July 2018.</p>
7.	PERFORMANCE REMIT
	<p>Under reference to paragraph 5 of the draft Minute of the Moray Integration Joint Board meeting of 28 June 2018 a report by the Legal Services Manager (Litigation & Licensing), Moray Council, invited the Committee to consider its expanded remit regarding performance.</p> <p>Following consideration and discussion of the information and other needs required in order to provide direction to officers the Committee agreed to note the expanded remit attached as appendix 1 of the report.</p>
8.	QUARTER 4 (JANUARY – MARCH 2018) PERFORMANCE REPORT
	<p>A report by the Chief Officer updated the Committee on the performance of the Moray Integration Joint Board (IJB) as at Quarter 4, 2017/18, including:</p> <ul style="list-style-type: none"> ▪ National core suite indicators and comparison to 32 national IJBs performance (appendix 1 of the report); ▪ Local indicators linked to strategic priorities for Quarter 4 (Jan-Mar 18) (appendix 2 of the report); and ▪ Highlight report on data presented in the National and Local indicators. (appendix 3 of the report). <p>Discussion took place on the performance as noted in the indicators contained within the three appendices to the report.</p> <p>In-depth discussions covered bed capacity and delays in discharging patients. It was stated that delaying discharge may be cultural as it may be thought to be helping the wider family cope, however this is not always in the best interests of the patient. Further work is required to improve and decrease delays.</p>

	<p>It was the opinion of the Committee that it was good to compare Moray with the rest of Scotland however it was felt that comparison with previous local indicator results would allow a greater understanding of improvement and slippage.</p> <p>Thereafter the Committee agreed to note:</p> <ul style="list-style-type: none"> i) the Red, Amber, Green assessment criteria as noted in paragraph 4.1 of the report; and ii) that local indicators will be included in future for comparison against previous local results.
9.	INTERNAL AUDIT ANNUAL REPORT 2017/18
	<p>Under reference to paragraph 5 of the Minute of the meeting of the Moray Integration Joint Board (MIJB) Audit and Risk Committee dated 25 May 2017 a report by the Chief Internal Auditor advised the Committee of the internal audit work undertaken relating to the MIJB for the financial year ended 31 March 2018, and provided an opinion on the adequacy of the internal control systems examined.</p> <p>Committee was advised that from the audit work completed, appropriate governance and risk management arrangements have been established in line with guidance, but in specific areas reviewed some control weaknesses were evident which present opportunities for improvement.</p> <p>It was stated that improvement was an ongoing process and that opportunities had been recognised and were being worked on.</p> <p>Thereafter the Committee agreed to note the audit opinion derived from audit work completed.</p> <p>Ms Tweedie left the meeting during discussion of this item.</p>