

FALKIRK INTEGRATION JOINT BOARD

Draft Minute of Meeting of the Falkirk Integration Joint Board's Audit Committee held on Tuesday 5 December 2017 at 9.30am in Room 7, Learning Centre, Forth Valley Royal Hospital.

<u>Voting Members:</u>	Fiona Collie (Chairperson) Alex Linkston
<u>Non-voting Members:</u>	Tom Hart, Staff Representative, NHS Forth Valley Karen Herbert, Third Sector Interface
<u>In Attendance:</u>	Patricia Cassidy, Chief Officer Amanda Templeman, Chief Finance Officer Jocelyn Lyall, Acting Regional Audit Manager, NHS Forth Valley Kevin Hurst, Interim Service Manager Keith McPherson, Ernst & Young Sonia Kavanagh, NHS Forth Valley (minute)

AC35. Apologies

Apologies were intimated on behalf of Sara Lacey, Chief Social Work Officer, Falkirk Council, Tony Gaskin, Chief Internal Auditor, NHS Forth Valley and Elaine Vanhegan, Head of Performance and Governance, NHS Forth Valley.

AC36. Declarations of Interest

There were no declarations of interest.

AC37. Minute of the IJB Audit Committee Meeting Held on 13 September 2017

Decision

The minute of the Audit Committee Meeting held on 13 September 2017 was approved.

AC38. Internal Audit Progress Report

The Audit Committee considered a paper 'Internal Audit Progress Report' presented by the Internal Auditor.

Ms Lyall provided a brief update on the progress with the 2016/17 and 2017/18 internal plans.

The Audit Committee discussed the various areas which were still to be completed and noted the work taking place to complete.

Decision

The Audit Committee:

- 1. Noted the progress on the 2016/17 and 2017/18 internal audit plans.**

AC39. Audit Report FK05-17 Strategic Planning Report

The Audit Committee considered a paper 'Audit Report FK05-17 Strategic Planning Report' presented by the Internal Auditor.

Ms Lyall outlined the Internal Audit review of Strategic Planning. A review of the process for developing and agreeing the Strategic Plan had been undertaken with detailed consideration of a sample of three specific priorities from within the Local Outcomes:-

- Outcome 2 – Information Sharing
- Outcome 3 – Risk management
- Outcome 4 – Participation and Engagement

The findings highlighted an audit opinion of Category C – adequate, although 12 recommendations for improvements were required to enhance the adequacy/effectiveness of risk management, control and governance. Appropriate actions and timescales had been agreed with the Chief Officer.

The Audit Committee discussed the outcome from the audit and the need for a support plan to be agreed to ensure resource was available to deal with the actions. This would provide accountability and ensure the functions of the IJB were dealt with efficiently.

Decision

The Audit Committee:

- 1. Noted the Internal Audit review of Strategic Planning (FK05-17)**

AC40. Audit Scotland Self Directed Support Progress Report 2017

The Audit Committee considered a paper 'Audit Scotland Self Directed Support Progress Report 2017' presented by the Chief Finance Officer.

Ms Templeman introduced Mr Hurst, Interim Service Manager, who provided an update following the recent Audit Scotland Progress Report on implementation of Self Directed Support (SDS).

A follow-up audit had taken place by Audit Scotland in August 2017 to establish whether councils, integration authorities and the Scottish Government were making sufficient progress in implementing SDS to achieve the aims of the ten year SDS Strategy. The key messages and recommendations were outlined and included how these reflected local experience regarding the three options.

Work to set up commissioning arrangements was ongoing with further work required to link with the development of localities with Falkirk HSCP and the locality planning process.

The low survey response rate was discussed, although it was noted that work was ongoing to ensure people were well informed and supported to enable them to take more control of their personal outcomes with regular reviews to ensure their needs continued to be met.

Decision

The Audit Committee:

- 1. Noted the key messages and recommendation in the report and noted the development work that was underway in response to the recommendations.**

AC41. Governance Action Plan

The Audit Committee considered a paper 'Governance Action Plan' presented by the Chief Finance Officer.

The completed Governance Action Plan for the Falkirk IJB was presented and incorporated the findings from the Chief Internal Auditor's 2016/17 Annual Internal Audit Report as well as findings from the self-assessment work also carried out. The Action Plan had been updated with the management actions, responsible officers and timescales where appropriate.

In line with the agreed six monthly monitoring arrangement, a progress report would be submitted to the Audit Committee meeting in June 2018.

Decision

The Audit Committee:

- 1. Noted the completed Governance Action Plan attached as Appendix 1 to the report and that a progress report would be prepared for the June 2018 Audit Committee meeting.**

AC42. Strategic Risk Register

The Audit Committee received a verbal update on 'Strategic Risk Register' presented by the Chief Finance Officer.

Ms Templeman highlighted that the Strategic Risk Management Report had been approved at the IJB's October meeting with further work necessary to deal with emerging risks such as the Care at Home Inspection, Clinical Governance Audit and Bield.

Lead Officers would review and update the Risk Register for discussion at the Leadership Group, with an update report to be provided to the Audit Committee at the next meeting.

Decision

The Audit Committee:

- 1. Noted the verbal update provided.**

AC43. IJB Audit Committee Programme of Meetings 2018

The Audit Committee considered a paper 'IJB Audit Committee Programme of Meetings 2018' presented by the Chief Finance Officer.

Mr Linkston advised that the meeting scheduled for 26 March 2018 would need to be re-arranged.

Decision

The Audit Committee:

- 1. Agreed to the 2018 dates provided subject to the amendment above.**

- AC44.** Mr Hart highlighted that this would be his last meeting as he was due to retire at the end of February 2018 and Mr Robert Clark would be his replacement. He thanked colleagues for their help and support and the Audit Committee acknowledged his valuable contribution.

There being no other competent business, the Chair closed the meeting.