

Agenda Item 3

Minute



Minute of meeting of the Audit Committee held within the Board Room, Denny Town House on Monday 16 December 2019 at 9.30 a.m.

Voting Members: Allyson Black (Vice-Chair)
Alex Linkston (Chair)

Non – voting Members: Jen Kerr, Third Sector Interface
Robert Clark, NHS Staff Representative

Also Attending: Patricia Cassidy, Chief Officer
Karen Chambers, Committee Services Officer
Sara Lacey, Chief Social Work Officer
Brian Pirie, Democratic Services Manager
Gordon O'Connor, Internal Audit Manager, Falkirk Council
Amanda Templeman, Chief Finance Officer

AC20. Apologies

There were no apologies.

AC21. Declarations of Interest

There were no declarations of interest.

AC22. Minute

There was discussion regarding the action plan discussed at the previous Audit meeting and it was noted this had been circulated to the IJB. The Chair stated that the action plan needs to be considered seriously and wants to see a detailed action plan with someone taking responsibility for it.

Decision

The minute of the meeting of the Audit Committee held on 23 September 2019 was approved.

AC23. National Audit Report and Inspection Report Overview

The committee considered a report by the Chief Finance Officer providing an overview of the national reports published since the September update to the Audit Committee.



A summary of the following recent reports was provided:-

- Mental Welfare Commission for Scotland – Announced visit to Wards 4 & 5 FVRH.
- Mental Welfare Commission for Scotland – Announced visit to Lochview
- NHS in Scotland 2019
- Health and Social Care Delivery Plan: Progress Report
- Mental Welfare Commission- Autism and Complex Care.

It was noted that the Clinical and Care Governance Committee had yet to consider the first two of these reports and would do so in due course.

The committee noted the report of Audit Scotland - NHS in Scotland 2019 and considered the National trends in demands and activity for acute services (with IJB link) in 2018/19.

Decision

The committee noted the report.

AC24. Internal Audit Progress Report

The committee considered a report by the Internal Audit Manager providing an update on progress in completing the 2018/19 and 2019/20 Internal Audit Plans. Falkirk Council's Internal Audit Manager had taken over the role for the Falkirk IJB on 1 April 2019.

Work on Medium term Financial Planning would be undertaken in January/February 2020 and a report would be brought to the June 2020 Audit Committee.

The review of the Carers (Scotland) Act 2016 and Participation and Engagement Strategy Arrangements was complete and the report included in Appendix 1 to the report.

For 2019/20 internal audit work, overall assurance on each area reviewed would be provided in line with the definitions set out in Appendix 2 to the report. It was confirmed that the Medium term financial planning report would come back to the Audit committee in June 2020.

Decision

The committee noted the progress being made with completing the 2018/19 and 2019/20 Internal Audit Plans.

AC25. Strategic Risk Register

The committee considered a report by the Chief Finance Officer presenting the committee with an updated Strategic Risk Register. An updated strategic risk register was provided to the committee as a quarterly report however it was anticipated as the register was embedded this might be able to be moved to six monthly.

The key changes highlighted in the Register were to item 8 - Whole Systems Transformation to include more information on whole systems transformation and delayed discharge. There was also a change to item 11 - Primary Care Sustainability. Work was being undertaken on the Primary Care Improvement Plan.

A development session with IJB members and key officers would be organised to cover the review of the risk process. There would be more focus in 2020 as operational services were transferred over regarding who was accountable and responsible for each risk.

It was noted that the Directions in the Plan were very broad and the Government considered Directions should not be so broad. Changes to the Strategic Risk Register were to be issued fairly imminently.

Decision

The committee:-

- (1) noted the Strategic Risk Register.**

AC26. Governance Monitoring and Tracking Arrangements

The committee considered a report by the Chief Finance Officer confirming arrangements for monitoring and tracking recommendations from various oversight and scrutiny processes.

The volume of recommendations and improvement work had resulted in a mix of approaches being taken to track and monitor progress. It was proposed that three broad approaches were taken moving forward:-

1. MSG – the importance of this work, and the requirement for IJB leadership, buy-in and ownership of the work, suggested that this piece of work sat most appropriately with the IJB itself.
2. The remaining recommendations would be monitored and reviewed by the Audit Committee. It was proposed that the Audit Committee receive a 6 monthly report on progress. This work would be cross referenced to MSG proposals where appropriate.

3. A terms of reference had been agreed for the Clinical & Care Governance Committee. Reports to be considered by that committee would continue to be monitored through that committee.

Recruitment was underway for the post of Business Management Co-ordinator and once recruited the appointed person would be tasked with setting up a process for regular review of progress and for preparing reports for the committees.

Decision

The committee:-

- (1) noted that MSG proposals would be monitored directly by the IJB;**
- (2) agreed that all other recommendations were tracked and monitored by the Audit Committee, with appropriate links to the MSG work as required, and**
- (3) noted that the Business Management Co-ordinator post was being recruited to and would develop a system to track and monitor audit recommendations.**

Prior to conclusion of the meeting, Patricia Cassidy led a vote of thanks to the Chair for his support and contribution to the IJB and to the Audit Committee.