

Agenda Item 3

Minute



Draft

Minute of meeting of the Audit Committee held remotely, on Friday 24 September 2021 at 9.30 a.m.

Voting Members: Gordon Johnston (Chair)

Also Attending: Jack Frawley, Team Leader – Committee Services
Sara Lacey, Chief Social Work Officer
Tracey Reilly, Falkirk HSCP Business Management Co-ordinator
Grace Scanlin, EY (External Audit)
Jillian Thomson, Chief Finance Officer

The convener noted that Councillor Allyson Black had stood down as a member of the Integration Joint Board earlier in the month and wished to place on record his thanks to Councillor Black for her commitment and contribution to the Audit Committee.

AC9. Apologies

There was an apology from Robert Clark, NHS Staff Representative.

AC10. Declarations of Interest

There were no declarations.

AC11. Minute

Decision

The minute of the meeting of the Audit Committee held on 18 June 2021 was approved.

AC12. Falkirk IJB 2020/21 Audited Annual Accounts

The committee considered a report by the Chief Finance Officer presenting the audited accounts of Falkirk Integration Joint Board for the year to 31 March 2021.

The annual accounts of the IJB had been audited and were appended to the report. The External Auditor had provided an unqualified opinion on the accounts. The specific findings arising from the audit were reported as part of the External Auditors Annual Report also appended to the report.



As part of the annual accounts, the governance statement identified a range of improvement actions designed to enhance the governance arrangements and system of internal control (including recommendations from both internal and external audit). Regular reports would be provided to future audit committee meetings to update on progress on implementation of all outstanding improvement actions identified through the governance statement.

Decision

The Committee:-

- (1) approved the Audited Annual Accounts of Falkirk IJB to 31 March 2021, and**
- (2) agreed that regular progress reports on implementation of improvement actions (including audit recommendations) is presented at all future audit committee meetings as a standing agenda item.**

AC13. Strategic Risk Register

The committee considered a report by the Chief Finance Officer which provided an update on the IJB's strategic risk register. No new risks had been added to the register since the last version presented to the Audit Committee on 18 June 2021, as a result, there were 9 live risks recorded in the register, 7 were considered as high risk and 2 as medium risk.

An in-depth review of risk 8 resilience and business continuity was provided. The risk was considered high given the significant service disruption, and potential harm to the health and wellbeing of vulnerable groups, that this could cause.

There were significant operational service pressures within District Nursing, Residential Care and Home Care due to increased demand combined with short staffing issues due to Covid sickness absence and self-isolation.

Key actions to mitigate risk and support ongoing resilience were:-

Expand recruitment campaigns

Support from staff bank

Support Providers to increase their workforce and enhance productivity

Make permanent the Care Home Assurance and Review Team (CHART)

Increase provision of intermediate/step down care beds

Funding to clear the Psychological Therapies waiting list backlog

Ring fence the forecast underspend against Falkirk Community Hospital to test new and increased models of care and support in the community

Decision

The Committee noted:-

- (1) the high level summary of the strategic risk register presented in section 4.1;**
- (2) the significant operational service pressures are currently being experienced across the Health and Social Care system pertaining to risk 8 (resilience and business continuity) due to the ongoing impact of the pandemic and BREXIT, and**
- (3) the work to develop the format and content of the 2021/22 detailed strategic risk register has been delayed and will recommence in September.**

AC14. National Audit and Inspection Report Overview

The committee considered a report by the Chief Finance Officer providing an overview of all national audit, scrutiny and inspection reports published since the previous Audit Committee meeting held on 18 June 2021. This report is a standing agenda item. A total of 4 reports had been published (2 by Audit Scotland, 1 by the Scottish Government and 1 by the Care Inspectorate).

Decision

The Committee noted the report.

AC15. Revised Care Home Inspection Process & Reporting Overview

The committee considered a report by the Falkirk HSCP Business Management Co-ordinator outlining the new process which all internal care home management staff will be adopting for monitoring, tracking and reporting on care home inspections carried out by the Care Inspectorate. The revised reporting process would apply to both announced and unannounced care home inspections of our internal care homes.

The “Care Home Inspections Reporting Team” had been created on MS Teams and individual Teams Channels had been created for each care home and day service centre.

Each care home manager/assistant manager had been added as channel members and members from the Falkirk HSCP SMT had been added to the senior management channel. The key reporting points at each stage of the Care Home Inspection Process had been identified and mapped to an on-line form) which auto-populated the tracking spreadsheet and an email was circulated to the SMT to advise that an inspection was taking place.

Decision

The Committee noted the report.