

## **Minute of Meeting**

### **Renfrewshire Health and Social Care Integration Joint Board Audit, Risk and Scrutiny Committee**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Friday, 09 September 2022	10:00	Remotely by MS Teams,

#### **Present**

Councillor Jacqueline Cameron and Councillor Fiona Airlie-Nicolson (Renfrewshire Council); Margaret Kerr and Ann Cameron Burns (Greater Glasgow & Clyde Health Board); Alan McNiven (third sector representative); and Paul Higgins Young (Health Board staff member involved in service provision).

#### **Chair**

Councillor Cameron, Chair, presided.

#### **In Attendance**

Sarah Lavers, Chief Finance Officer, Jackie Dougall, Head of Health and Social Care, Frances Burns, Head of Strategic Planning and Health Improvement, Clare Walker, Planning and Performance Manager, David Fogg, Service Improvement Officer and James Higgins, Corporate Business Officer (all Renfrewshire Health and Social Care Partnership); Lynn Mitchell, Managing Solicitor (Contracts & Conveyancing), Karen Campbell, Assistant Chief Internal Auditor and Elaine Currie and Robert Devine, both Senior Committee Services Officers (all Renfrewshire Council); and Mark Ferris, Audit Manager (Audit Scotland).

#### **Recording of Meeting**

Prior to the commencement of the meeting the Chair intimated that this meeting of the Committee would be recorded and that the recording would be available to watch on both the Council and HSCP websites.

## **Adjournment**

In terms of standing order 13.1, Councillor Cameron, seconded by Councillor Airlie-Nicolson, moved that the meeting stand adjourned to a future date and time. This was agreed unanimously.

## **Minute of Special Meeting Renfrewshire Health and Social Care Integration Joint Board Audit, Risk and Scrutiny Committee**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Wednesday, 26 October 2022	13:00	Remotely by MS teams,

### **Present**

Councillor Jacqueline Cameron and Councillor Mags MacLaren (substitute for Councillor Fiona Airlie-Nicolson) (Renfrewshire Council); Margaret Kerr (Greater Glasgow & Clyde Health Board); Alan McNiven (third sector representative) and Paul Higgins (Health Board staff member involved in service provision).

### **Chair**

Councillor Cameron, Chair, presided.

### **In Attendance**

Christine Laverty, Chief Officer, Sarah Lavers, Chief Finance Officer, Jackie Dougall, Head of Health & Social Care, Frances Burns, Head of Strategic Planning & Health Improvement, Clare Walker, Planning & Performance Manager, David Fogg, Service Improvement Officer, and James Higgins, Corporate Business Officer (all Renfrewshire Health and Social Care Partnership); Mark Conaghan, Head of Corporate Governance (Clerk), Andrea McMahon, Chief Auditor, Euan Gray, Senior Committee Services Officer, and D Pole, End User Technician (all Renfrewshire Council); and Karla Graham, Trainee Auditor (Audit Scotland).

### **Recording of Meeting**

Prior to the commencement of the meeting the Chair intimated that this meeting of the Committee would be recorded and that the recording would be available to watch on both the Council and HSCP websites.

## **Apologies**

Councillor Fiona Airlie-Nicolson (Renfrewshire Council) and Ann Cameron Burns (Greater Glasgow & Clyde Health Board).

## **Declarations of Interest**

There were no declarations of interest intimated prior to the commencement of the meeting.

### **1 Minute**

The Minute of the meeting of the Integration Joint Board (IJB) Audit, Risk and Scrutiny Committee held on 18 March 2022 was submitted.

**DECIDED:** That the Minute be approved.

### **2 Internal Audit Plan 2022/23 - Progress**

The Chief Internal Auditor submitted a report providing progress on the internal audit plan for 2022/23, a copy of which was appended to the report.

The report intimated that the audit plan set out a resource requirement of 55 days, including governance work, reviewing the adequacy and compliance with the Local Code of Corporate Governance, time for follow-up of previous recommendations, ad-hoc advice and planning and reporting.

**DECIDED:** That the progress against the internal audit plan for 2022/23 be noted.

### **3 Update on Risk Register**

Under reference to item 7 of the Minute of the meeting of this Committee held on 18 March 2022, the Strategic Lead and Improvement Manager submitted a report providing an update on the continued implementation of the IJB's updated risk management framework and the updates made to the IJB's risk and issues register.

The report intimated that the risk management framework set out the principles by which the HSCP and IJB identified and managed strategic and operational risks impacting upon the organisation and formed a key strand of the IJB's overall governance mechanisms. The framework set out how risks and issues should be identified, managed and reported.

**DECIDED:**

(a) That the further work which had been undertaken to implement the revised risk management framework across operational services within the HSCP, including the launch of a risk framework guide to all HSCP staff from July and an online training module from August, as detailed in section 4 of the report, be noted; and

(b) That the updates that had been made to currently identified risks and issues, following further assessment and engagement with the HSCP and partners, as detailed in section 5 of the report, be approved.

## **Sederunt**

Councillor Mags MacLaren joined the meeting prior to consideration of the following item of business.

### **4 Health and Safety Update**

Under reference to item 8 of the Minute of the meeting of this Committee held on 18 March 2022, the Head of Health and Social Care submitted a report providing an update on the HSCP's incident report position for the period 1 January to 31 June 2022.

The report provided information in relation to incident reporting; serious adverse events; RIDDOR; fire safety and health and safety compliance compiled from the information pulled from both systems operated within Renfrewshire Council and NHSGGC.

**DECIDED:** That the content of the report be noted.

### **5 Public Interaction Report April 2021 to March 2022**

Under reference to item 9 of the Minute of the meeting of this Committee held on 18 March 2022, the Planning and Performance Manager submitted a report providing an update on public interactions for the period 1 April to 31 March 2022.

The report provided detail on complaints; enquiries; freedom of information requests; subject access requests; compliments received in relation to the district nursing team, the speech and language service and COVID vaccinators and an evaluation of communications between April 2021 and March 2022.

**DECIDED:** That the content of the report be noted.

### **6 Date of Next Meeting**

**DECIDED:** That it be noted that the next meeting of this Committee would be held at 10.00 am on 18 November 2022.