

Minute of Meeting Renfrewshire Health and Social Care Integration Joint Board Audit Committee

Date	Time	Venue
Friday, 24 November 2017	09:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

PRESENT

Councillor Lisa-Marie Hughes and Councillor Jane Strang (both Renfrewshire Council); Morag Brown and Dorothy McErlan (both Greater Glasgow & Clyde Health Board); and David Wylie (Health Board staff member involved in service provision).

CHAIR

Councillor Lisa-Marie Hughes, Chair, presided.

IN ATTENDANCE

Ken Graham, Head of Corporate Governance (Clerk), Andrea McMahon, Chief Internal Auditor and Carol MacDonald, Senior Committee Services Officer (all Renfrewshire Council); and David Leese, Chief Officer, Sarah Lavers, Chief Finance Officer, Jean Still, Head of Administration and James Higgins, Project Officer (all Renfrewshire Health and Social Care Partnership).

APOLOGIES

Councillor Scott Kerr (Renfrewshire Council) and Alan McNiven (third sector representative).

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 Committee held on 15 September 2017 was submitted.

DECIDED: That the Minute be approved.

2 INTERNAL AUDIT PROGRESS AND PERFORMANCE 1 APRIL 2017 TO 30 SEPTEMBER 2017

The Chief Internal Auditor submitted a report relative to the internal audit plan for 2017/18 approved at the meeting of the IJB Audit Committee held on 13 February 2017.

The report intimated that the IJB directed both Renfrewshire Council and NHS Greater Glasgow and Clyde (NHSGG&C) to deliver services that enabled the IJB to deliver on its strategic plan. Both the Council and NHSGG&C had internal audit functions and conducted audits across each organisation, the findings of which were reported to the respective audit committees. Members of the IJB had an interest in the outcomes of the audits at both the Council and NHSGG&C that impacted upon the IJB's ability to deliver the strategic plan.

The report provided a summary of the internal audit activity of both organisations from 1 April to 30 December 2017 in terms of the delivery of the overall audit plan for the year and compared actual performance against targets set by Renfrewshire Council's Director of Finance and Resources.

DECIDED: That the report be noted.

3 TRAINING FOR AUDIT COMMITTEE MEMBERS

The Chief Internal Auditor submitted a report relative to a proposed programme of training briefings which would be delivered at meetings of the IJB Audit Committee.

The appendix to the report outlined the briefing on the Role of the Audit Committee which would be delivered at this meeting.

The Chief Internal Auditor gave a briefing on the role of the Audit Committee and detailed the governance arrangements and audit committee principles; outlined the core functions; highlighted the role of the Members and the role of the Chief Internal and External Auditors; and indicated the benefits of an effective audit committee.

DECIDED:

(a) That the content of the training briefing on the Role of the Audit Committee be noted; and

(b) That a programme of training briefings be submitted to the next meeting of the Audit Committee.

4 **LOCAL CODE AND SOURCES OF ASSURANCE FOR GOVERNANCE ARRANGEMENTS**

The Chief Finance Officer submitted a report relative to the Local Code of Corporate Governance based on the seven principles of the Chartered Institute of Public Finance and Accountancy (CIPFA) framework and the Society of Local Authority Chief Executive's (SOLACE) framework approved at the meeting of the IJB held on 23 June 2017.

The report intimated that the Local Code included identified sources of assurance which enabled the IJB Audit Committee to review and assess its governance arrangements against the Annual Governance Statements from 2017/18 onwards.

Due to the complexity of the document, and in order to understand individual principles and compliance, an overview of each source of assurance per each of the principles would be developed. A draft example of the overview formed Appendix 1 to the report and it was noted further work would be undertaken to populate the remaining principles and also rate compliance against each source of assurance if approved by the IJB Audit Committee. An updated version of the document would be submitted to the next meeting of the IJB to be held on 26 January 2018.

In relation to governance arrangements it was proposed that the Chief Officer submit a report to a future meeting of the IJB relative to external scrutiny arrangements. This was agreed.

DECIDED:

(a) That the report be noted;

(b) That the overview template, as detailed in Appendix 1 of the report, be approved and populated for each of the principles and that a report relative to this matter be submitted to the next meeting of the IJB meeting to be held on 26 January 2018;

(c) That it be agreed that the annual review of IJB governance arrangements and reporting of the outcome in the Annual Governance Statement would be scrutinised by the IJB Audit Committee in advance of IJB approval; and

(d) That in relation to governance arrangements, the Chief Officer submit a report to a future meeting of the IJB relative to external scrutiny arrangements.

5 **RISK MANAGEMENT POLICY AND STRATEGY**

The Chief Officer submitted a report relative to an update on the status of the Risk Register currently being maintained by Renfrewshire Health & Social Care Partnership (HSCP)

The report intimated that two separate risk registers would be maintained, one specifically for the strategic responsibilities of the IJB and another for the operational responsibilities of the HSCP. The revised Risk Management Policy and Strategy formed Appendix 1 to the report; the IJB Risk Register formed Appendix 2 to the report and the HSCP Risk Register formed Appendix 3 to the report.

DECIDED:

- (a) That the Risk Management Policy and Strategy, as detailed in Appendix 1 to the report, be approved;
- (b) That the IJB Risk Register, as detailed in Appendix 2 to the report, be approved; and
- (c) That the Health & Social Care Risk Register, as detailed in Appendix 3 to the report, be noted.

6 DATE OF NEXT MEETING

DECIDED: That it be noted that the next meeting of the IJB Audit Committee would be held at 9.00 am on 26 January 2018 in the Abercorn Conference Centre, Renfrew Road, Paisley.