



Minute of Meeting

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

Date	Time	Venue
Friday, 15 March 2024	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) and Paul Higgins (Health Board staff member involved in service provision).

Chair

Margaret Kerr, Chair, presided.

In Attendance

Mark Conaghan, Head of Corporate Governance (Clerk), Andrea McMahon, Chief Internal Auditor and Elaine Currie, Senior Committee Services Officer (all Renfrewshire Council); Sarah Lavers, Chief Finance Officer, Frances Burns, Head of Strategic Planning & Health Improvement, Laura Howat, Head of Mental Health, Learning Disability & Alcohol & Drugs Recovery Services, Pauline Robbie, Interim Head of Health & Social Care, David Fogg, Service Improvement Officer, James Higgins, Corporate Business Officer and John Millar, Communications Business Lead (Transformation) (all Renfrewshire Health and Social Care Partnership) and Rob Jones, Partner (Ernst & Young).

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.

Apology

Alan McNiven (third sector representative).

Declarations of Interest and Transparency Statements

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

1 Minute

The Minute of the meeting of the IJB Audit, Risk and Scrutiny Committee held on 17 November 2023 were submitted.

DECIDED: That the Minute be approved.

2 Rolling Action Log

The IJB Audit, Risk and Scrutiny Committee rolling action log was submitted.

DECIDED: That the action in relation to the CIPA Audit Committee Guidance – Self-assessment and Action Plan be removed as it had been completed.

3 Annual Internal Audit Plan 2024/25

The Chief Internal Auditor submitted a report relative to the Annual Internal Audit Plan 2024/25, a copy of which formed Appendix 1 to the report.

The report intimated that the Plan set out a resource requirement of 40 days and that the allocation of internal audit resources was sufficient to allow emerging priorities and provide adequate coverage of governance, risk management and internal control to inform the annual assurance statement.

The report noted that the audit universe was reviewed annually and Appendix 2 to the report detailed the revised audit universe and the anticipated coverage over 2024/25 to 2028/29. It was intended that each engagement topic would be covered once in the five-year period.

DECIDED:

(a) That the Internal Audit Plan 2024/25 be approved; and

(b) That it be noted that the Internal Audit Plan would be shared with the Local Authority and the Health Board.

4 **Internal Audit Plan 2023/24 - Progress**

The Chief Internal Auditor submitted a report providing an update on the progress of the Internal Audit Plan for 2023/24, a copy of which was appended to the report.

The report intimated that the engagement on performance management had been finalised and that the annual review of the adequacy and compliance with the Local Code of Corporate Governance had commenced.

DECIDED: That the progress against the Internal Audit Plan for 2023/24 be noted.

5 **Summary of Internal Audit Reports**

The Chief Internal Auditor submitted a report providing a summary of internal audit reports issued.

The report advised that a risk-based Internal Audit Plan for 2023/24 had been approved by this Committee at its meeting on 24 March 2023 and, in line with the Public Sector Internal Audit Standards, Internal Audit must report the results of each engagement to this Committee.

Appendix 1 to the report provided details of the completed audit engagement for performance management with the overall assurance rating and the number of recommendations in each risk category. The committee summary for this audit engagement formed Appendix 2 to the report.

DECIDED: That the content of the report be noted.

6 **Training and Development for Audit, Risk and Scrutiny Committee Members**

The Chief Internal Auditor submitted a report relative to training and development for Audit, Risk and Scrutiny members.

The report intimated that as part of the action plan arising from the recent self-assessment against the CIPFA guidance, members of the Committee undertook an assessment against the knowledge and skills framework contained in the guidance. Following an analysis of the returned questionnaires, the report proposed a programme of training briefings, as detailed in the appendix to the report, which would be delivered at meetings of this Committee.

It was noted that all members of the IJB would be invited to attend the training briefings which would be delivered as part of the IJB Audit, Risk and Scrutiny Committee meetings.

DECIDED: That the current programme of training briefings be approved.

7 **External Auditor's Annual Audit Plan 2023/24**

The Chief Finance Officer submitted a report relative to the Annual Audit Plan 2023/24 for the IJB which outlined Ernst & Young's proposed audit approach of the financial records for the year ended 31 March 2024, a copy of which was appended to the report.

The report advised that the proposed audit fee for the 2023/24 audit was £33,360 and was consistent with the fees for all IJBs and had been determined in line with Audit Scotland's fee setting arrangement.

Rob Young presented the Annual Audit Plan to members. Following on from discussion around how EY would benchmark the IJB's work on its Sustainable Futures Programme and what EY would use to assess the IJB against, Robb advised that EY would consider this not only with the other IJBs which EY audited but would raise the matter at national sector meetings with Audit Scotland. The Chair intimated that the standard on which the IJB was being held against was not always clear and noted that further information on benchmarking would be available in EY's report later in the year.

DECIDED: That the Annual Audit Plan, appended to the report, be noted.

8 **Update on Risk and Issue Register**

Under reference to item 6 of the Minute of the meeting of this Committee held on 17 November 2023, the Strategic Lead & Improvement Manager submitted a report providing an update on ongoing activity to identify and manage strategic and operational risks and updates made to the IJB's Risk and Issues Register, a copy of which was appended to the report.

The report provided further detail on the key updates to existing risks.

DECIDED: That the updates made to the Risk and Issue Register, following further assessment and engagement within the HSCP and with partners, as detailed in section 4 of the report, be noted.

9 **Revised IJB Risk Management Framework: 2024 Review**

The Strategic Lead and Improvement Manager submitted a report providing an update on the completion of a scheduled review of the IJB's Risk Management Framework, incorporating the IJB's Risk Policy and Risk Strategy, which had last been reviewed in March 2021.

The report intimated that the Risk Management Framework had been scheduled to be reviewed in 2023 but had been paused to enable completion of the internal audit of the IJB's risk management arrangements by Azets and reflection of any recommendations received within the updated framework.

The report set out a summary of the key changes which had been made to the Risk Framework, a copy of which was appended to the report.

DECIDED:

(a) That the summary of changes made to the IJB's Risk Management Policy and Strategy and the next steps identified, as detailed in sections 4 and 5 of the report, be noted;

(b) That it be noted that the next review date for the Risk Management Policy and Strategy would be March 2027, as detailed in section 5 of the report; and

(c) That the revised Risk Management Policy and Strategy, as appended to the report, be approved.

10 **Update on RHSCP Business Continuity Workplan 2024**

The Strategic Lead & Improvement Manager submitted a report providing further detail on the HSCP's Business Continuity Workplan for 2024.

The report intimated that the Workplan would continue to build on planning previously undertaken and the application of learning from these processes to ensure local plans were robust. The report noted that continued partnership working and sharing of resources with Renfrewshire Council and NHSGGC would be crucial in delivering these plans. The Workplan list of actions was appended to the report.

DECIDED: That the update provided on the HSCP's Business Continuity Workplan for 2024 be noted.

11 **Health and Safety Update**

Under reference to item 10 of the Minute of the meeting of this Committee held on 18 September 2023, the Interim Head of Health & Social Care submitted a report providing an update on the HSCP's incident report position for the period 1 July to 31 December 2023.

DECIDED: That the content of the report be noted.

12 **Public Interactions Report for April to September 2023**

Under reference to item 11 of the Minute of the meeting of this Committee held on 18 September 2023, the Lead Officer, Communications & Public Affairs submitted a report providing an update on public interactions for the period 1 April to 30 September 2023.

DECIDED: That the content of the report be noted.

13 **Quality, Care and Professional Governance Mid-year Report (April to December 2023)**

The Interim Head of Health & Social Care submitted a report relative to the HSCP's Quality, Care and Professional Governance Mid-year Report for the period April to December 2023, which provided a variety of evidence to demonstrate the continued delivery of the governance core components within Renfrewshire HSCP and the clinical and care governance principles specified by the Scottish Government.

The report advised that the governance core components within Renfrewshire HSCP were based on service delivery, care and interventions that were person-centred, timely, outcome focused, equitable, safe, efficient and effective.

DECIDED: That the content of the report be noted.

14 **Audit Scotland Report 'NHS in Scotland 2023'**

The Head of Strategic Planning & Health Improvement submitted a report relative to the Audit Scotland publication 'NHS in Scotland 2023' published on 22 February 2024, a copy of which was appended to the report.

The report intimated that Audit Scotland had warned within their report that 'significant changes are needed to ensure the financial sustainability of Scotland's health service'. Details were provided in relation to the key findings of the report.

DECIDED: That the content of the report and the Audit Scotland publication, appended to the report, be noted.

15 **Mental Welfare Commission for Scotland: Inspection Reports for South Ward, Dykebar Hospital and Ward 3B, Leverndale Hospital**

The Head of Mental Health, Learning Disability & Alcohol & Drug Recovery Services submitted a report relative to the announced visit by the Mental Welfare Commission to Ward 3B Leverndale Hospital on 28 November 2023 and the unannounced visit by the Mental Welfare Commission to South Ward Dykebar Hospital on 14 December 2023. Copies of the reports by the Mental Welfare Commission were appended to the report.

The report provided further detail in relation to the positive findings and good practice identified together with other findings and comments in connection with both visits.

It was proposed that inspection reports be submitted to meetings of this Committee quarterly and that these reports provide detail on the action plans and follow-up activity undertaken. This was agreed.

DECIDED:

(a) That the content of the report be noted; and

(b) That inspection reports be submitted to meetings of this Committee quarterly and that these reports provide detail on the action plans and follow-up activity undertaken.

16 **Proposed Dates of Meetings of the IJB Audit, Risk and Scrutiny Committee 2024/25**

The Clerk submitted a report relative to proposed dates of meetings of this Committee in 2024/25 and arrangements for these meetings.

DECIDED:

(a) That it be noted that the next meeting of this Committee would be held at 10.00 am on 21 June 2024 and that it be agreed that this meeting would be held remotely on MS teams; and

(b) That meetings of this Committee be held at 10.00 am on 13 September and 15 November 2024 and 14 March and 20 June 2025 and that these meetings be held remotely on MS teams.