

Minute of Meeting

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

Date	Time	Venue
Friday, 10 September 2021	10:00	Remotely by MS Teams,

Present

Councillor Lisa-Marie Hughes (Renfrewshire Council); Margaret Kerr (Greater Glasgow & Clyde Health Board); Alan McNiven (third sector representative); and Diane Young (Health Board staff member involved in service provision).

Chair

Margaret Kerr, Chair, presided.

In Attendance

Christine Laverty, Interim Chief Officer, Sarah Lavers, Chief Finance Officer, Frances Burns, Head of Strategic Planning and Health Improvement, David Fogg, Service Improvement Officer, Jackie Dougall, Head of Health and Social Care, Clare Walker, Planning & Performance Manager, James Higgins, Interim Administration Manager (all Renfrewshire Health and Social Care Partnership); Ken Graham, Head of Corporate Governance (Clerk), Andrea McMahon, Chief Internal Auditor and Elaine Currie, Senior Committee Services Officer (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.

Apologies

Councillor Jennifer Adam-McGregor (Renfrewshire Council) and Dorothy McErlean (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 June 2021 was submitted.

DECIDED: That the Minute be approved.

2 Rolling Action Log

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

DECIDED: That the updates to the rolling action log be noted.

3 Internal Audit Plan 2021/22 - Progress

The Chief Internal Auditor submitted a report providing progress on the annual internal audit plan 2021/22, a copy of which was appended to the report.

The report intimated that the audit plan set out a resource requirement of 35 days, including assurance 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 2021/22 be noted.

4 Summary of Internal Audit Activity in Partner Organisations

The Chief Internal Auditor submitted a report providing a summary of internal audit activity relevant to the IJB, undertaken in partner organisations during 1 June to 30 June 2021.

The report intimated that the IJB directed both Renfrewshire Council and NHSGGC to deliver services that enabled the IJB to deliver on its strategic plan. Both Renfrewshire Council and NHSGGC 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 Renfrewshire Council and NHSGGC that impacted upon the IJB's ability to deliver the strategic plan or support corporate functions.

The report provided a summary of the internal audit activity undertaken within partner organisations in relation to IJB planning and performance reporting; payroll; and duty of candour.

DECIDED: That the content of the report be noted.

5 **Update on Risk Register and Implementation of Risk Management Framework**

Under reference to item 9 of the Minute of the meeting of this Committee held on 18 June 2021, the Change & Improvement Manager submitted a report providing an update on the activity to implement the revised IJB Risk Management Framework and updates to the IJB's risk register, reflecting an updated reporting structure.

The report intimated that the 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.

It was noted that work had continued over the summer period to embed the framework within HSCP processes and the report provided detail on the key activities which had been undertaken.

The HSCP's ongoing assessment and review of risks had identified changes to existing risks and had also identified further risks and issues which had been incorporated within the register, a copy of which was appended to the report. The report provided a summary of the key updates to existing risks; the five new risks; and the one issue which had been included in the register.

It was noted that the refresher training session for IJB members, which had been planned for 10 September 2021, would now be held in November 2021.

DECIDED:

(a) That the further work which had been undertaken to implement the revised risk management framework across operational services with the HSCP, as detailed in section 4 of the report, be noted;

(b) That the updates which had been made to currently identified risks, and the additional risks and issues which had been added to the register following further engagement with the HSCP and partners, as detailed in section 5 of the report, be noted; and

(c) That it be noted that the refresher training session for IJB members would now be held in November 2021.

6 **Update on Public Interaction in 2020/21**

The Head of Strategic Planning & Health Improvement submitted a report providing an update on public interaction during 2020/21 which included freedom of information requests (FOIs); subject access requests; complaints; enquiries; compliments and communication.

The report intimated that public interaction reporting previously formed part of the non-financial governance report submitted to the IJB biannually. A specific report on public interaction would now be submitted to this Committee twice a year, the mid-year report in March and the full-year report in September.

DECIDED: That the content of the report be noted.

7 **Update on Safety covering Incident Management Reporting and Investigation**

The Head of Health & Social Care submitted a report providing an update on incident management, reporting and investigation being progressed by the HSCP for the period 1 April to 31 March 2021.

The report intimated that health and safety reporting previously formed part of the non-financial governance report submitted to the IJB. A specific report on incident reporting would now be submitted to this Committee while information on incident management, reporting and investigation would continue to form part of the annual governance report to the IJB.

DECIDED: That the content of the report be noted.

8 **Date of Next Meeting**

DECIDED: That it be noted that the next meeting of this Committee would be held at 10.00 am on 12 November 2021.

Margaret Kerr intimated that this would be the last meeting she would chair and that she would remain a voting member of the Committee. Further that the IJB on 17 September 2021 would consider the appointment of a Chair and Vice Chair of this Committee.

Councillor Hughes thanked Margaret for her input to the work of the Committee as Chair since she was appointed and for the audit expertise and scrutiny she brought. Margaret thanked members and officers.