
Minute of Performance & Audit Committee

Date: Friday 14th May 2021

Time: 10.00am

Place: Via MS Teams

Present

Linda Semple (Chair), NHS
Councillor Julie Dettbarn
Jean Ford, NHS
Councillor William Grant

In Attendance

Scott Hunter, Chief Social Work Officer
Mark Inglis, Head of Children's Health and Justice Services
Laura Miller, Chief Internal Auditor
John Wood, Senior Manager, Planning & Performance
Billy Cooper, Staff Side Representative, South Ayrshire Council
Karlyn Watt, Deloitte, External Auditor
David Alexander, ICT Service Adviser
Kirsty Goodfellow, Planning & Performance Officer (Communications)
Stephanie Cox, Planning & Performance Officer
Lynn Storrie, Administration Assistant (Minute Taker)

1. Apologies for Absence

- 1.1 Apologies for absence were noted from Tim Eltringham, Lisa Duncan and Billy McClean.

2. Declarations of Interest

- 2.1 There were no Declarations of Interest by Members of the Board in terms of Standing Order No. 7, the Standards in Public Life – Code of Conduct for Members of Devolved Public Bodies.

3. Minute of Previous Meeting

- 3.1 The minute of the meeting held on 5th March 2021 (previously circulated) was approved by the Board.

4. Matters Arising

- 4.1 A paper was submitted (previously circulated) updating Members of the Committee on matters arising from previous meetings of the Performance & Audit Committee and the following was noted.
- 4.2 The Committee agreed that the update on Justice Services, including poverty and inequality relating to health and social care had been addressed. The item will now be removed from the Matters Arising Document.

5. Annual (audit) Report 2020 – 21

- 5.1 The Chief Internal Auditor presented the report to the Committee noting that due to the pandemic emergency powers were required to readdress the audit for 2020-21.
- 5.2 The Chief Internal Auditor noted she met with various members of the IJB to implement agile arrangements noting that reasonable assurance can be provided over the framework of governance, risk management and control and that adequate controls were in place, and were operating throughout the IJB in 2020/21.
- 5.3 **The Performance & Audit Committee noted the content of the Annual Report 2020-21.**

6. Audit Plan 2021 – 22

- 6.1 The Chief Internal Auditor presented the Audit Plan 2021 -22 to the Committee noting that the focus of the plan for 2021-22 will be around Risk Management.

6.2 It was noted by the Committee that Pan-Ayrshire work continues on Directions, this will be the emphasis of the Internal Audit Plan 2021-22. J Wood assured the Committee the IJB will be kept informed as work on directions progresses.

6.3 **The Performance & Audit Committee approved the IJB internal audit plan for 2021/22 and noted the proposed three-year rolling plan covering 2021/22 – 2023/24.**

7. Sexual Exploitation Strategy

7.1 The Chief Social Work Officer presented the report to the Committee noting that the Sexual Exploitation Strategy works towards the same strategic priorities as the National Action Plan to Prevent and Tackle Child Sexual Exploitation Update.

7.2 The action plan found at appendix 1 of the report highlights the progress of the strategy to date. The Committee noted that good progress has been made so far and S Hunter reassured the Committee there are no significant concerns for any actions not being complete.

7.3 Councillor Grant commented that progress has been excellent and he was particularly pleased with work being done with Primary and Secondary schools.

7.4 **The Performance and Audit Committee noted the significant progress made in delivering the strategy agreeing that an update should be presented to the Committee in 6 months' time.**

8. Digital Strategy

8.1 J Wood presented the report to the Committee noting that this was the first update of the Strategy since it was approved by the IJB.

8.2 Actions within the Digital Strategy are led by either the NHS or South Ayrshire Council and progress is detailed within the Pentana report. It was noted that the integrated system and staff skills have been accelerated over the past 12 months due to the pandemic. Progress has also been aided by the appointment of a new ICT advisor from the council to the HSCP.

8.3 D Alexander added that a process has now been implemented to allow NHS system to be accessed from Council laptops, this has been granted to a number of staff already.

8.4 A website is currently being produced for the South Ayrshire HSCP, the soft launch is expected in June 2021.

- 8.5 D Alexander advised a project is underway for document management and will take into consideration what works well for the HSCP.
- 8.6 SA HSCP have been registered for “Near me”, services wishing to enquire to use this should contact D Alexander for further information.
- 8.7 **Following discussion on the “superseded actions” within the Pentana report, J Wood agreed to look at how to accurately record these so that the Committee have sight on the progress.**
- 8.8 **The Performance and Audit Committee noted the Digital Strategy progress update.**

9. MSG Action Plan

- 9.1 J Wood presented the MSG Action plan update to the Committee on its progress. J Wood commented the action plan should have been complete however this was not possible due to the pandemic.
- 9.2 In regard to MSG 6 of the action plan J Wood advised the Committee that the Scheme of Delegation has been refreshed and the action is not complete as clarification has to be received from Scottish Government. A PAN Ayrshire approach to Scheme of Delegation is also being considered.
- 9.3 Work to implement Locality Planning Groups was also brought to a standstill over the past 12 months however work is now starting to commence and the review is expected to be complete by August 2021.
- 9.4 J Wood informed the Committee that training for IJB members will be rolled out in Summer 2021.
- 9.5 **Following discussion around the timescale dates J Wood agreed to explore adding a column to the Pentana report to show the original timescale date alongside the refreshed dates for audit purposes.**
- 9.6 **The Performance and Audit Committee noted the updated action plan and progress made to date.**

10. Strategic Plan

- 10.1 J Wood presented the report on the Strategic Plan to the Committee noting that this is the first update of the revised plan to the Committee and that all actions are on track.

10.2 Following brief discussion on the Bridging Operational Plan the Committee agreed to close the previous action plan.

10.3 The Performance and Audit Committee agreed to note the update on the new Strategic Plan, focusing on the Bridging Operational Plan, noted the first update of the revised Strategic Plan and agreed no further reports be taken against the previous Strategic Plan (2018-21), noting that any outstanding actions within this have either been superseded or are now reported elsewhere.

11. Performance & Audit Committee: role and purpose

11.1 J Wood gave a verbal report and presentation on the role and purpose of the Performance & Audit of the Committee asking members to consider the structure of the meeting and how it will look moving forward.

11.2 J Wood advised that it is intended that a high-level quarterly Performance report will be brought to the Committee and all Strategy updates would be presented every 6 months. Audit reports will continue to be brought in line with legislation and guidance. Assurance around risk will also be brought to each meeting.

11.3 L Semple commented that a workplan would be helpful and J Wood assured the Committee that a report tracker is used by the Governance support team to keep track of upcoming reports.

11.4 L Semple requested that any comments regarding the proposal can be sent to J Wood.

12. Any Other Business

12.1 As there were no further matters to discuss, the meeting closed at 11.17am.

13. Date of Next Meeting

13.1 Friday 20th August 2021 at 10.00am via MS Teams.