

Minute of Performance and Audit Committee Meeting

Date: Tuesday 8th September 2020

Time: 2.00pm

Place: Microsoft Teams

Present

Linda Semple (Vice Chair)
Councillor Julie Dettbarn, Portfolio Holder
Councillor William Grant, Portfolio Holder
Hugh Millar, Representative Member – NHS Public Involvement Network

In Attendance

Tim Eltringham, Chief Officer & Director of Health and Social Care
Scott Hunter, Chief Social Work Officer
Laura Miller, Chief Internal Auditor
Lisa Duncan, Chief Finance Officer
Mark Inglis, Head of Children's Health and Justice Services
John Wood, Senior Manager, Planning and Performance
Jean Ford,
Dawn Parker, Corporate Parenting Officer
Phil White, Partnership Facilitator
Karlyn Watt, Deolitte
Lynn Storrie, Administration Assistant

Linda Semple in the Chair.

1. Apologies for Absence

Apologies were noted from Billy McClean.

2. Declarations of Interest

There were no Declarations of Interest by Members of the Committee 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

The minute of the meeting held on 21 February 2020 (previously circulated) was approved by the Committee, who agreed to homologate the decisions required.

4. Matters Arising

A paper was submitted (previously circulated) updating Members of the Committee on matters arising from previous meetings of the Performance and Audit Committee. The Committee noted that an update report for each of the items within the matters arising will be presented at the Performance and Audit Committee on Friday 4th December.

5. Impact of Covid-19 on HSCP Reporting

A report was submitted (previously circulated) by the Director of Health & Social Care to provide an update on the reports which have been delayed due to the Covid 19 pandemic.

J Wood informed the Committee update reports on the Learning Disability Strategy and Adult Community Mental Health Strategy were due to be presented to the Committee in May 2020. The Dementia Strategy and Social Isolation Strategy update reports were due to be presented to the Committee in September 2020. The Covid 19 pandemic lead to a number of Governance meetings being cancelled therefor the reports were not able to be presented to the Committee on the intended dates.

The Committee were consulted on how they would like receive updates on the strategies, this could be full reports or a smaller brief update. Following discussion it was agreed that a full reports would be presented at the Performance and Audit Committee meeting on 4th December 2020.

The Performance and Audit Committee noted the progress made in continuing the work of the strategies; and agreed the next steps in reporting progress of the strategies.

6. IJB Audited Accounts

A report was submitted (previously circulated) by the Chief Finance Officer to request that the Committee considers and approves the audited accounts for 2019-20 and agrees to recommend them to the Integration Joint Board for approval at its meeting on the 16th September 2020. It is also recommended the Committee notes the Management Representation letter.

The Chair and Councillor Grant would like to commend L Duncan for all the work that was carried out to produce the annual report and noted that the document was well presented.

Councillor Dettbarn noted that the IJB financial position has significantly improved and would like to formally commend all staff for their hard work.

The Committee approved the audited accounts for 2019-20 and agreed to recommend them to the Integration Joint Board. The Committee noted the Management Representation Letter.

7. IJB Internal Audit Plan 2020-21

A report was submitted (previously circulated) by the Chief Internal Auditor to seek approval of the IJB internal audit plan for 2020/21 and consider the proposed three year rolling plan covering 2020/21 – 2022/23.

The Chief Auditor noted that the Audit Plan would normally be presented to the Committee earlier in the year, however due to the pandemic this was not possible.

The Committee confirmed they had read the audit plan prior to the meeting and were happy to approve.

The Committee approved the IJB internal audit plan and the three year rolling plan covering 2020/21 – 2022/23.

8. External Audit Report

A report was submitted (previously circulated) by Messrs Deloitte on the findings of their 2019-20 audit.

K Watt presented the report to the committee noting financial sustainability and the long term financial planning is very positive. The report also recognised that a full Senior Management Team is now in place and work is now commencing on the Strategic Plan.

It was acknowledged that due to the Covid pandemic further work is required in completing actions relating to a previous SCR and the Kyle Day Service. T Eltringham reassured the Committee that work is currently being undertaken to complete the outstanding actions.

The Committee noted the report and agreed to recommend the report to the Integration Joint Board.

9. IJB Internal Audit Annual Report 2019-20

A report was submitted (previously circulated) by Chief Internal Auditor to update the Committee on the Internal Audit Annual Report and statement on internal controls for 2019/20.

The Committee confirmed they had read the audit plan prior to the meeting and were happy to approve.

The Committee noted the contents of the report.

10. Corporate Parenting Plan

A report was submitted (previously circulated) by Director of Health & Social Care to update the Committee on the progress of the Corporate Parenting Plan.

M Inglis reported to the Committee that the new Corporate Parenting Plan will cover 2021-2024.

M Inglis referred the Committee members to Appendix 1 of the report and noted that of the 20 actions included on the plan, 9 are now complete. The Committee acknowledged that the Covid pandemic had an effect on the pace of actions being complete however teams remain focussed on this task.

The Committee thanked M Inglis and his team for all their efforts, Councillor Grant also expressed that he fully supports the actions within the plan.

That the Performance and Audit Committee noted the contents of this report; and agreed to recommend the report to Community Planning Partners for their consideration.

11. Adult Carers Strategy

A report was submitted (previously circulated) by the Director of Health & Social Care on the progress of the action items that comprise the agreed 2019-2024 Adult Carers Strategy Implementation Plan.

P White presented the report to the Committee, noting that throughout the Covid pandemic, unpaid carers continued to carry out what was required of them. P White advised that the Carers Centre is currently working through a risk assessment to allow for human contact. P White reported the only form of contact some carers have is via their local pharmacy, therefore work is underway to ensure pharmacies are carer friendly.

L Semple would like to formally acknowledge the hard work carers have done during this difficult time.

T Eltringham thanked P White for his report as well as the work he was involved in around individuals that were shielding. T Eltringham re-iterated that the work carers do should be taken seriously and it is the in Partnerships best interest to enable carers to continue in their duties.

The Performance and Audit Committee noted the contents of the report.

12. **Date of Next Meeting**

The next meeting will be held on Friday 4th December, 9.30am via Microsoft Teams.