



Dumfries and Galloway
Integration Joint Board
Audit and Risk Committee

**Minute of Dumfries and Galloway
Integration Joint Board Audit and Risk
Committee meeting held on
10th June 2021**

For Approval

Minute of the Dumfries and Galloway Integration Joint Board (IJB) Audit and Risk Committee meeting held on 10th June 2021 at 2.30pm via TEAMS

Present:	Marsali Caig	(MC)	Chair - Voting Member
	Ann Farrell	(AF)	Staff Side Representative
	Andy Ferguson	(AFe)	Voting Member
	Katy Kerr	(KK)	Chief Finance Officer
	Ronnie Tait	(RT)	Voting Member
In Attendance:	Joanne Brown	(JB)	External Auditor – Grant Thornton
	Heather Collington	(HC)	Head of Adult Social Work Services
	Kyle McKie	(KM)	Administrator/Secretary
	Alison Warrick	(AW)	Governance Officer
	Julie Watters	(JWa)	Chief Internal Auditor
	Graham Gault	(GG)	General Manager – Information Management & Technology
	Graeme McIlorum	(GM)	Business & Technology Solutions Manager
Observing:	Jane Maitland	(JM)	IJB Vice Chair

1. APOLOGIES FOR ABSENCE

Apologies were received from Lesley Bryce and Julie White.

2. DECLARATION(S) OF INTEREST

No declarations of interest were received.

3. MINUTES OF THE PREVIOUS MEETING OF 11th March 2021

The minutes were agreed as an accurate record.

4. ACTION LIST

AW provided an update on the Action List, noting that the open actions on Internal Audit, Information Sharing and Risk Management would likely be closed following discussions later in the agenda.

AW highlighted that the Membership/Terms of Reference action will be updated following the revisiting of the IJB Scheme of Delegation to Committees in July 2021.

5. EXTERNAL AUDIT PLAN 2020/21

JB advised that this report sets out the final External Audit Plan for the financial year ending 31 March 2021 and some important areas of the auditor risk assessment that Grant Thornton are required to make inquiries of Audit and Risk Committee under auditing standards.

JB advised that the External Audit Plan has been submitted to Audit Scotland following the last meeting of IJB Audit & Risk Committee and this paper reflects the final version following this.

MC requested that an amendment be made to the auditor fraud risk assessment, requesting that Whistleblowing be added into the management response to the question about encouraging staff to report concerns about fraud (page 13, question 8). JB agreed to add a statement in on this.

ACTION: JB

Decision(s):

IJB Audit & Risk Committee:

- **Noted the External Audit Plan and the Informing the Risk Assessment document for the financial year ending 31 March 2021.**
- **Agreed for JB to add a statement on Whistleblowing to the management response to question 8 of the auditor risk assessment.**

6. BEST VALUE - IJB

KK highlighted that the purpose of this report is to provide an update to Audit and Risk Committee on Best Value for the IJB following discussions at the previous meeting.

Members were informed that most of the action within Best Value for the IJB sits within the partner organisations, therefore the IJB will seek assurance from those bodies rather than produce this assurance on it's own.

Members were advised that the Accounts Commission is developing national guidance in relation to Best Value but the timescale for its publication is yet to be determined.

It was noted that a discussion was held at IJB Governance & Performance Group in May 2021 about how best to capture Best Value as a partnership. Members were informed that David Rowland, Sustainability and Modernisation (SAM) Programme Director, has been assisting in this process.

MC queried the reporting arrangements for the SAM Programme and other resourcing matters within the IJBs governance structure, KK highlighted that these issues will be reported into IJB Performance & Finance Committee.

JB highlighted that it is expected the Accounts Commission will produce guidelines about Best Value for IJBs in the near future, MC requested that AW add Best Value to the agenda planner for the June 2022 meeting, based upon either an update to the existing self-assessment or in line with the Accounts Commission guidance, once published.

ACTION: AW

Decision(s):

IJB Audit & Risk Committee:

- **Noted the updated provided on Best Value.**
- **Agreed to bring an update on Best Value to the June 2022 meeting.**

7. DRAFT ANNUAL REPORT AND ACCOUNTS 2020-21

KK advised members that this report presents the Integration Joint Board (IJB) Draft Annual Report and Accounts for the financial year 2020/21.

Members were informed that the accounts will be submitted to the external auditors for review and are subject to public consultation and external audit review, before being presented to the IJB for final sign off on 16th September 2021.

KK advised members that there have recent been discussions at national level about expenditure incurred by National Services Scotland (NSS) for PPE and Lateral Flow Tests and how this is accounted for. Audit Scotland have very

recently decided that since this spend was incurred at local level, it will now have to be divided up from NSS and the incurred spend passed to NHS Boards and Local Authorities. At this moment it is not clear how much spend will be allocated to NHS D&G and the IJB Partnership, but it will require to be built in to the IJB's Annual Accounts and, if material, audited by Grant Thornton. KK advised that if the share is based upon NRAC, the sum for Dumfries & Galloway could be in the region of £3M.

JB highlighted that, from an External Auditor perspective, they have yet to determine how to deal with this. For example, they may need to sample NSS's numbers and reconcile locally. JB went on to advise that the accounts could be published for consultation as unaudited accounts and any potential change coming through from the national discussions would be picked up as part of the audit.

Members agreed to approve the Draft IJB Annual Report & Accounts for public consultation in July 2021, noting that these are subject to change following the outcome of national discussions about costs incurred at NSS for PPE and Lateral Flow Tests. Any changes will be picked up as part of the External Audit process prior to sign off by the IJB in September 2021.

Members were informed that the public consultation will begin over the first two weeks of July 2021.

Decision(s):

IJB Audit & Risk Committee:

- **Approved the current version of the unaudited Draft Annual Accounts for the financial year ending 31st March 2021 which are subject to public consultation, noting that they will be subject to change following national discussions about accounting for NSS expenditure incurred during the Covid-19 pandemic.**

8. INTERNAL AUDIT PLAN 2021/22

JWa informed members that this report outlines the draft internal audit plan for the Integration Joint Board for 2021/22.

Members were advised of the challenges ongoing in local audit arrangements due to delays caused by the Covid-19 pandemic. JWa highlighted that Local Authority colleagues have delayed their sign off for their 2021-22 Internal Audit Plan until the September meeting of their Audit and Resources Committee.

JWa provided a brief update on the ongoing work on the Memorandum of Understanding between NHS and Local Authority audit teams, noting that this has been rebadged as a Joint Working Protocol and is presented today in draft form to allow Members to review.

Members agreed that the final Joint Working Protocol should be presented to the September meeting.

ACTION: JWa

It was agreed for JWa to explore the appropriateness of inviting Kevin Geraghty to the September meeting in order for the Local Authority Internal Audit Plan and a brief explanation of the development process for 2021-22 be presented to Members for information.

ACTION: JWa

Decision(s):

IJB Audit & Risk Committee:

- **Approved the Internal Audit plan for 2021/22 and to consider the process for receiving assurances on relevant audit work undertaken.**
- **Noted the Joint Working Protocol that replaces the Memorandum of Understanding.**
- **Agreed for the final Joint Working Protocol to be brought to the September meeting.**
- **Agreed for JWa to explore the appropriateness of inviting Kevin Geraghty to the September meeting in order for the Local Authority Internal Audit Plan for 2021/22 and a brief overview of the process for how it is developed to be presented to Members for information and understanding.**

9. QUARTERLY UPDATE FROM CHIEF FINANCE OFFICER

KK advised that this report updates members on Chief Finance Officer activity for the previous quarter and provides information on a range of technical matters.

KK highlighted that the fees for the external auditors, Grant Thornton, have been confirmed as £27,330 by Audit Scotland for 2020/21.

External Audit Actions have been updated and are noted within this report to update the External Auditors. These actions will be captured by External Auditors and updated as part of their Annual Report.

Decision(s):

IJB Audit & Risk Committee:

- **Discussed and Noted the Quarterly Update Report from the Chief Finance Report and the updates provided.**

10. IJB CORPORATE RISK REGISTER

AW gave an update to Members on the IJB Corporate Risk Register, noting that responsibility for reviewing and assessing this has been delegated to the Audit and Risk Committee by the IJB.

AW noted that there were three risks as presented at the last meeting, with the inclusion of an additional risk on Data Sharing to bring the Risk Register up to a total of 4.

AW provided members with a detailed review of each risk as presented on the DATIX system, with updates being provided to each risk as required.

JB left the meeting – 2.57pm

AF queried how the Local Authority's Risk Appetite was incorporated into the management of these risks, KK highlighted that the IJB will incorporate this into it's own Risk Appetite arrangements.

Members agreed a range of actions in relation to the content of the DATIX Risk system:

- AW and HC to input wording about local policies and legislation for the Data Sharing Risk mitigating actions
- AW to liaise with Vicki Freeman to amend and make more specific the wording of the further control measure of the Strategic Commissioning Plan risk ('Further develop Leadership knowledge and behaviour around strategic commissioning')
- AW to discuss the DATIX Action Plan process with JWa following the approval of the risks.

Action: AW/HC

Decision(s):

IJB Audit & Risk Committee:

- **Discussed and Noted the Corporate Risk Register**
- **Agreed the range of actions in relation to the Risk Register**
- **Agreed that the Action Plans for the risks be presented to the September meeting as part of the item on Risk Management**

11. DATA SHARING PROGRESS REPORT

GG and GM presented a brief update on the progress of data sharing between Dumfries and Galloway Council and Dumfries and Galloway Health Board.

GG advised that Chief Officers Group has recommended the appointment of a Project Manager to take this work forward, noting that this is yet to happen, however the objective is for this individual to attend the next Committee and also to take over the Chair role of the Data Sharing Group. He advised that JW is actively seeking progress with the Council's Interim CEO.

Members were made aware that the data sharing system between NHS D&G and Social Work has gone and is fully automated. Mosaic screens are now able to be seen via the Clinical Portal and this link is undergoing further testing before this goes live.

GG highlighted that the next goal is now to make the Clinical Portal visible on Mosaic screens, enabling both parties to have read only access to data from the other.

KK queried whether there was a resolution to the issues in email traffic from NHS to Council mail, noting that many emails (including papers for this Committee) ending up in Council mail quarantine. GM advised he would need to look into this.

ACTION: GM

Decision(s):

IJB Audit & Risk Committee:

- **Noted the progress made in delivering a data sharing solution**
- **Noted the additional data sharing and collaboration capabilities provided as a result of our responses to the pandemic**
- **Noted the outstanding actions required to deliver embedded data sharing including the revised timetable (Appendix 1)**
- **Noted the short pause to the programme of work to allow re-evaluation of the scope and governance arrangements, including appointment of a Project Manager as recommended by Chief Officers Group**
- **Agreed for a Data Sharing Update to come to each meeting of IJB Audit & Risk Committee.**
- **Agreed that GM would look into the issues in email traffic from NHS to Council mail with an update coming to the September meeting.**

12. AOCB

Nothing to note.

13. DATE OF NEXT MEETING

The next meeting will be held on Thursday 9th September 2021 at 2:00pm – via TEAMS