

AUDIT & RISK COMMITTEE MEETING
Friday, 6 December 2019 at 1.30pm in
Meeting Rooms J05/J07 Mid Argyll Community Hospital

Present: Councillor Sandy Taylor, IJB Member and Audit & Risk Committee Chair
 Councillor Kieron Green, IJB Member
 Sarah Compton-Bishop, IJB Member
 Jean Boardman, IJB Member

Attending: Joanna MacDonald, Chief Officer
 George Morrison Depute Chief Officer
 Judy Orr, Head of Finance and Transformation
 Charlotte Craig, Business Improvement Manager
 David Meechan, Senior Auditor, Audit Scotland (via telephone)
 Andrew O'Donnell, Scott Moncrieff
 David Eardley, Scott Moncrieff
 Laurence Slavin, Chief Internal Auditor, Argyll & Bute Council

Apologies: John Cornett, Audit Director, Audit Scotland
 Jim Mundell, Senior Auditor, Audit Scotland
 Cllr Gary Mulvaney

		Action by
1.	<p>Welcome and Introduction</p> <p>Chair welcomed everyone to the first meeting of the newly formed Audit & Risk Committee. Introductions were made and apologies noted as above.</p>	
2.	<p>Draft Minutes of 25 September 2019</p> <p>The draft minutes of the last Audit Committee meeting were reviewed and approved subject to below amendments.</p> <ul style="list-style-type: none"> • List of attendees to include Jim Mundell, Senior Auditor, Audit Scotland • Item 3 Audited Annual Accounts 2018-19 – references to DM to be amended to JC (John Cornett) 	
3	<p>Action Log</p> <p>The Committee reviewed the Action Log – Audit Committee April 2019 – March 2020 and below updates were noted.</p> <ul style="list-style-type: none"> • ID 7 - date to be reviewed • ID 8 – amended as detailed within Scott Moncrieff Information Governance report presented to today's meeting <p>Updated Action Log to be circulated with draft notes from today's Audit & Risk Committee meeting.</p>	CC

<p>4</p>	<p>NHS in Scotland 2019 – report from Audit Scotland October 2019</p> <p>Judy Orr presented the above report for the attention of the Committee, highlighting key messages and implications for Argyll & Bute Health & Social Care Partnership.</p> <p>Audit & Risk Committee was asked to note:</p> <ul style="list-style-type: none"> • The view from Audit Scotland that the pace of health and social care integration needs to be speeded up and that this is essential in order to achieve longer term financial sustainability. • Our external auditors have previously commented on our lack of a fully integrated workforce plan, which has been delayed awaiting national guidance. This report re-emphasises the need to make progress in this area. It also highlights the importance of improvements to organisational culture, which is of particular relevance with local follow up to the Sturrock review scheduled for early 2020. <p>The Committee noted the report and acknowledged progress towards producing a local integrated workforce plan pending publication of national guidance. Also noted by the Committee were the arrangements in place for follow up in Argyll & Bute to the Sturrock Review and the developments around NHS Highland’s “Culture Fit for the Future”.</p>	
<p>5</p>	<p>Internal Audit Report 2019/20 External Communications and Engagement September 2019 Scott Moncrieff</p> <p>The above report was circulated with David Eardley advising the Committee that overall the report was positive and provided assurance that Argyll & Bute Health & Social Care Partnership had developed a generally well designed framework to conduct communications and engagement with stakeholders.</p> <p>Andrew O’Donnell provided an overview of the five areas for improvement which have been identified as a result of this review and which, if addressed, would strengthen the control framework.</p> <p>The Chief Officer highlighted the significant work undertaken by the previous Associate Director of Public Health. This work has been embraced by the Senior Management Team and as an organisation, the HSCP, has committed to planned engagement and communication activity in line with HSCP strategies.</p> <p>The Chair welcomed the report and Audit & Risk Committee noted content and recommendations.</p>	
<p>6</p>	<p>Internal Audit Report 2019/20 Information Governance November 2019 Scott Moncrieff</p> <p>The above report was circulated and provided the Committee with the review findings of good practice and areas for improvement.</p>	

	<p>Audit & Risk Committee noted the report content and recommended Management Action Plan. It was noted that the recommendation with regard to Data Protection Officer role has been addressed.</p>	
7	<p>Internal Audit Report Care Homes Provision</p> <p>The above report was circulated and provided the Committee with the output of an audit of Care Homes Provision carried out by Argyll and Bute Council's (the Council) Internal Audit team.</p> <p>Laurence Slavin provided overview and advised the audit had provided a substantial level of assurance as internal control, governance and the management of risk were concluded to be sound. Appendix 1 to the report identifies agreed actions to strengthen internal control. Management has accepted the report submitted and have agreed responses and timescales in the action plan.</p> <p>Audit & Risk Committee noted and endorsed the report and action plan.</p>	
8	<p>Draft NHS Business Continuity Planning Audit</p> <p>David Eardley provided a verbal update on progress and advised plans to have this work completed before Christmas.</p> <p>Audit & Risk Committee noted the verbal update and that this work is with regard to NHS including Argyll & Bute systems and processes.</p>	
9	<p>Draft Terms of Reference</p> <p>Current Committee memberships and terms of references were circulated. Charlotte Craig advised terms of references had been reviewed to ensure little overlap in committee remits.</p> <p>Audit & Risk Committee reviewed the paper and provided comment and amendments.</p>	
10	<p>Review of the Audit Plan and Committee Forward Planning</p> <p>Chair requested committee members consider and share any thoughts with Judy /David/Andrew. It is hoped to have a draft plan available to share at the next meeting.</p>	
11	<p>AOCB</p>	
(a)	<p>Contract Monitoring Audit</p> <p>Laurence updated that, due to long term sickness absence within the team, this work had been rescheduled to take place in February/March of next year.</p>	
(b)	<p>Performance Management Framework</p> <p>Chair updated that a report would be available for the next meeting.</p>	

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Chair thanked members for their attendance and contribution.	
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Date of next meeting:

Tuesday, 18th February 2020 at 10.30am in Meeting Rooms J03/J05/J07 Mid Argyll Community Hospital.