

**MINUTES of MEETING of ARGYLL AND BUTE HSCP AUDIT AND RISK COMMITTEE held in  
the BY SKYPE  
on TUESDAY, 23 JUNE 2020**

**Present:** Councillor Sandy Taylor (Chair)  
Councillor Kieron Green, Argyll and Bute Council  
Gaener Rodger, NHS Highland Board Non-Executive Member (Vice Chair)

**Attending:** Joanna MacDonald, Chief Officer, Argyll and Bute HSCP  
Judy Orr, Head of Finance and Transformation, Argyll and Bute HSCP  
George Morrison, Head of Finance, NHS Highland  
Laurence Slavin, Chief Internal Auditor, Argyll and Bute Council  
Charlotte Craig, Business Improvement Manager, Argyll and Bute HSCP  
Nicola Shinaia, Associate Director of Public Health, NHS Highland  
John Cornett, Audit Scotland  
Andrew O'Donnell, Scott-Moncrieff  
David Eardley, Scott-Moncrieff  
Paul Kelly, Scott Moncrieff  
Hazel MacInnes, Committee Services Officer, Argyll and Bute Council  
Margaret McGowan, Independent Sector Representative  
Caroline Cherry, Head of Adult Services, Older People and Community Hospitals,  
Argyll and Bute HSCP

The Chair welcomed everyone to the meeting and outlined the procedure that would be followed due to the meeting being held on an audio only basis in light of Government restrictions put in place in response to the Covid-19 pandemic.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Sarah Compton-Bishop.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest intimated.

**3. MINUTES AND ACTION LOG**

The Minutes of the meeting of the Argyll and Bute HSCP Audit and Risk Committee held on 18 February 2020 were approved as a correct record.

The Committee noted the content of the action log. Arising from the action log, the Chair noted the difficulty of holding a development session for the IJB on workforce planning prior to coming to committee for scrutiny. It was requested that this be delayed until after the next meeting of the Audit and Risk Committee.

#### **4. UNAUDITED ANNUAL ACCOUNTS 2019/20**

The Committee gave consideration to a report presenting the Unaudited Annual Accounts for the year 2019-20.

##### **Decision**

The Audit and Risk Committee –

1. Approved the Annual Governance Statement for 2019-20 included within the Unaudited Annual Accounts.
2. Approved the Unaudited Annual Accounts for the year ended 31 March 2020 for issue.

(Reference: Report by Head of Finance and Transformation dated June 2020, submitted)

#### **5. 2020/21 INTERNAL AUDIT PLAN**

The Committee gave consideration to a report introducing the 2020/21 Internal Audit Plan that had been approved by Argyll and Bute Council's Audit and Scrutiny Committee on 17 March 2020.

##### **Decision**

The Audit and Risk Committee –

1. Noted the HSCP elements of the 2020/21 Internal Audit Plan.
2. Noted that the Chief Internal Auditor would need to review the Plan in light of Covid-19 and will report back to the Committee on any changes which impact on the HSCP elements.
3. Agreed that the Argyll and Bute Council Chief Internal Auditor together with the Head of Finance and Transformation would consider how planned audit and scrutiny resources might be used in the planning and re-design of Learning Disability Services.
4. Requested that a report be brought back to the Committee in light of the discussion around the redesign of learning disability services and the route to be followed.

(Reference: Report by Chief Internal Auditor dated June 2020, submitted)

#### **6. INTERNAL AUDIT FOLLOW UP REPORT**

The Committee gave consideration to a report providing updates on all audit actions which were outstanding at the previous meeting of the Committee. The report only related to the audits carried out by Argyll and Bute Council's Internal Audit Team.

##### **Decision**

The Audit and Risk Committee –

1. Agreed the current content and format of the report presented was satisfactory and requested that internal audit proceed with that format going forward for future reports.
2. Noted the progress on completion of the internal audit recommendations.

(Reference: Report by Chief Internal Auditor dated June 2020, submitted)

**7. NHS HIGHLAND INTERNAL AUDIT REPORT 2019/20 - BUSINESS CONTINUITY PLANNING - NOVEMBER 2019**

The Committee gave consideration to the NHS Highland Internal Audit Report 2019/20 on Business Continuity Planning.

**Decision**

The Audit and Risk Committee –

1. Noted the terms of the report.
2. Noted that NHS Highland would be delivering the changes required, led by Nicola Schinaia, and that the Committee would receive ongoing reports through internal auditors Scott-Moncrieff at future meetings of the Committee.
3. Noted that the Chair would report the issues contained within the report to the next meeting of the Integration Joint Board.

(Reference: Report by Scott-Moncrieff dated November 2019, submitted)

**8. ARGYLL AND BUTE INTEGRATION JOINT BOARD INTERNAL AUDIT ANNUAL REPORT 2019/20 - MAY 2020**

The Committee gave consideration to the Argyll and Bute Integration Joint Board Internal Audit Annual Report 2019/20.

**Decision**

The Audit and Risk Committee noted the content of the report.

(Reference: Report by Scott-Moncrieff dated November 2019, submitted)

**9. ARGYLL AND BUTE INTEGRATION JOINT BOARD INTERNAL AUDIT REPORT 2019/20 - CORPORATE GOVERNANCE - JUNE 2020**

The Committee gave consideration to the Argyll and Bute Integration Joint Board Internal Audit Report 2019/20 on Corporate Governance.

**Decision**

The Audit and Risk Committee –

1. Agreed to note the report and the responses from management.
2. Noted the point made by auditors that the responses by management address the concerns raised within the report.

(Reference: Report by Scott-Moncrieff dated November 2019, submitted)

Laurence Slavin left the meeting at this point.

## **10. CARE HOME OVERSIGHT**

The Committee gave consideration to a report providing initial assurance of the response to the Cabinet Secretary's guidance on enhanced professional clinical and care oversight of care homes.

### **Decision**

The Audit and Risk Committee noted the response to the Enhanced Care Home Oversight Guidance.

(Reference: Report by Head of Adult Care dated June 2020, submitted)

The Chair thanked John Cornett from Audit Scotland; and Andrew O'Donnell, David Eardley and Paul Kelly from Scott-Moncrieff for their attendance.

The Chair advised that the next meeting of the Committee was Tuesday 18 August 2020.