

**MINUTES of MEETING of ARGYLL AND BUTE HSCP AUDIT AND RISK COMMITTEE held in
the BY SKYPE
on TUESDAY, 18 AUGUST 2020**

Present: Councillor Sandy Taylor, Argyll and Bute Council (Chair)

Gaener Rodger, NHS Highland Board Non-Executive Member (Vice Chair)
Sarah Compton Bishop, NHS Highland Board Non-Executive Member
Councillor Kieron Green, Argyll and Bute Council

Attending: Charlotte Craig, Business Improvement Manager, Argyll and Bute HSCP
Jane Fowler, Head of Customer Support Services, Argyll and Bute Council
Julie Lusk, Chief Social Worker/Head of Adult Services, Argyll and Bute HSCP
Joanna MacDonald, Chief Officer, Argyll and Bute HSCP
Hazel MacInnes, Committee Services Officer, Argyll and Bute Council
Andrew O'Donnell, Scott-Moncrieff
Judy Orr, Head of Finance and Transformation, Argyll and Bute HSCP
Jim Rundell, Audit Scotland
Jennifer Swanson, Organisational and Workforce Development Manager,
Argyll and Bute HSCP

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from John Cornett, Caroline Cherry, David Eardley, George Morrison and Laurence Slavin.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES

The Minutes of the meeting of the Argyll and Bute HSCP Audit and Risk Committee held on 23 June 2020 were approved as a correct record.

Arising from the Minutes the Chair advised that he had reported to the IJB on the Business Continuity Planning report by Scott-Moncrieff and on the Learning Disability Review as had been agreed at the meeting held on 23 June 2020. It was noted that discussions had not yet taken place between the Chair, Head of Finance and Transformation and Chief Internal Auditor in respect of the Learning Disability Review, however, assurance was given that a report would be available for the next meeting of the Committee. The Head of Adult Services expressed a wish to be involved in the process.

The Chair advised that the IJB had agreed at their meeting on 5 August 2020 that in future draft Committee Minutes would come forward to the IJB before approval by the Committees to allow the most up to date Minutes to come forward to the Board.

4. WORKFORCE PLANNING

A report advising that NHS Boards and Integrated Authorities were required to develop three year workforce plans, publishing the first of these by 1 April 2021, and covering the period up to 31 March 2024, was given consideration by the Committee. The report provided an update and timetable for producing the Workforce Plan for Argyll and Bute HSCP to meet the Scottish Government deadline.

The Head of Customer Support Services advised verbally that, due to Covid-19, the Scottish Government deadline for producing the plan had been extended to 31 March 2022.

Decision

The Audit and Risk Committee noted the timetable for producing the Argyll and Bute HSCP Workforce Plan to meet the Scottish Government deadline of 31 March 2022.

(Reference: Report by Head of Customer Support Services dated August 2020, submitted)

5. INTERNAL AUDIT FOLLOW UP REPORT

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

Decision

The Audit and Risk Committee noted the content of the report and that satisfactory progress continued to be made on the 2020/21 Audit Plan and on the implementation of internal audit recommendations.

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

6. ARGYLL AND BUTE INTEGRATION JOINT BOARD: INTERNAL AUDIT REPORT: FINANCIAL MONITORING AND PLANNING

The Committee gave consideration to the Argyll and Bute Integration Joint Board Internal Audit Report on Financial Monitoring and Planning.

Decision

The Audit and Risk Committee noted -

1. The key findings of a very positive report.
2. That Heads of Service will produce service plans which link to the operating plan and financial budgets.

3. The commitment by the Head of Finance and Transformation to review the Financial Regulations within the Financial Year.

(Reference: Report by Scott Moncrieff dated July 2020, submitted)

7. AOCB

Andrew O'Donnell of Scott Moncrieff advised the Committee that from 7 September 2020 Scott-Moncrieff would be adopting the universal name "Azets" across the company. He advised that the branding on internal audit reports would change but there would be no change to the content of reports. This was noted by the Committee.

8. DATE OF NEXT MEETING

The date of the next meeting was noted as 15 September 2020.

The Head of Finance and Transformation advised that the Annual Audit of Accounts would be considered at this meeting and was on track for completion by this date.