

**MINUTES of MEETING of ARGYLL AND BUTE HSCP AUDIT AND RISK COMMITTEE held
BY SKYPE
on FRIDAY, 11 DECEMBER 2020**

Present: Councillor Sandy Taylor (Chair)

Sarah Compton-Bishop, NHS Highland Board Non-Executive Member
Councillor Kieron Green, Argyll and Bute Council

Attending: Joanna Macdonald, Chief Officer, Argyll and Bute HSCP
George Morrison, Depute Chief Officer, Argyll and Bute HSCP
Judy Orr, Head of Finance and Transformation, Argyll and Bute HSCP
Julie Lusk, Head of Adult Care, Argyll and Bute HSCP
Charlotte Craig, Business Improvement Manager, Argyll and Bute HSCP
Laurence Slavin, Chief Internal Auditor, Argyll and Bute Council
Jim Rundell, Audit Scotland
David Meechan, Audit Scotland
Andrew O'Donnell, Azets Audit Services Limited
David Eardley, Azets Audit Services Limited
Lynsey Innis, Senior Committee Assistant, Argyll and Bute Council

1. APOLOGIES FOR ABSENCE

Apologies for absence were intimated on behalf of Caroline Cherry, John Cornett, Jane Fowler, Patricia Renfrew, Gaener Rodger and Helen Urquhart.

2. DECLARATIONS OF INTEREST (IF ANY)

There were no declarations of interest intimated.

3. MINUTES

The Minute of the previous meeting of the Argyll and Bute HSCP Audit and Risk Committee, held on 20 October 2020 was approved as a correct record.

4. ARGYLL AND BUTE INTEGRATION JOINT BOARD - INTERNAL AUDIT REPORT 2020/21 - IMPACT OF NEW LEGISLATION - NOVEMBER 2020

The Committee gave consideration to a report outlining the implementation plans and arrangements in place for complying with both the Health and Care (Staffing) (Scotland) Act 2019 and the Coronavirus (Scotland) Act 2020.

Discussion took place in respect of the Management Actions identified within the report, with Members agreeing to continue to work with the Business Improvement Manager to develop an appropriate response to track all new legislation updates.

Decision

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

(Reference: Report by Azets Audit Services Limited, dated 11 December 2020, submitted)

5. INTERNAL AUDIT UPDATE

Having noted that there have been no audits completed by Argyll and Bute Council's Internal Audit Team since the last meeting of the Committee on 20 October 2020, consideration was given to a report providing an update on the four actions from the Social Care Contract Management audit, which was presented to the Committee at its last meeting. A brief update was also provided in respect of logical access controls to the CareFirst system.

Decision

The Audit and Risk Committee reviewed the progress on completion of internal audit recommendations.

(Reference: Report by Chief Internal Auditor, dated 11 December 2020, submitted)

6. CORPORATE GOVERNANCE AUDIT UPDATE

Consideration was given to a report seeking approval to progress the operational implementation supporting the ongoing assessment, evaluation and continuous improvement of the IJB and its Committees and gave consideration to the updating of the General Provisions of the Terms of Reference to include reporting to the IJB.

Discussion was had in respect of the style questions outlined within the Annual Board Self-Assessment Questionnaire and Skills Matrix, contained at Appendix 1 of the report.

Decision

The Audit and Risk Committee -

1. Having reviewed the response to the Corporate Governance Audit actions, welcomed the proposed approach.
2. Supported a recommendation to the IJB to update the General Provisions to the Terms of Reference to support reporting to the IJB by committees and governance groups.
3. Requested that the Business Improvement Manager progress a workshop session for Members of the Committee, to take place in January 2021, to further develop the Annual Board Self-Assessment Questionnaire and Skills Matrix, with an updated report being brought back to the Argyll and Bute HSCP Audit and Risk Committee meeting scheduled to take place in February 2021, and thereafter being presented to the IJB.

(Reference: Report by Business Improvement Manager, dated 11 December 2020, submitted)

7. COMPLIANCE WITH INTEGRATION SCHEME AUDIT UPDATE

The Committee gave consideration to a report presenting a response to the audit actions arising from the 2019-20 Compliance with the Integration Scheme Audit and outlining a process to review corporate documents supporting compliance with the Scheme of Integration.

Decision

The Audit and Risk Committee –

1. Reviewed the response to the Audit actions.
2. Approved the Strategy and Policy Development and Review Process for implementation.

(Reference: Report by Business Improvement Manager, dated 11 December 2020, submitted)

8. DATE OF NEXT MEETING

The Audit and Risk Committee noted that the next meeting would be held on Tuesday, 23 February 2021.