

**North Ayrshire Health and Social Care Partnership
Performance and Audit Committee**

**Friday 8 March 2019 at 10.15 a.m.
Council Chambers, Cunningham House, Irvine**

Present

Councillor Timothy Billings, North Ayrshire Council (Chair)
David Donaghey, Staff Representative, NHS Ayrshire and Arran
Marie McWaters, Carers Representative

In Attendance

Stephen Brown, Director of the North Ayrshire Social Care Partnership
Caroline Whyte, Head of Finance (HSCP)
Anne-Marie Fenton, Team Manager - Internal Audit
Eleanor Currie, Principal Manager - Finance
Neil McLaughlin, Manager (Performance and Information Systems),
NAHSCP
Pat Kenny, Deloitte
Euan Gray, Committee Services Officer, NAC

Apologies for Absence

Mr Alistair McKie, NHS Ayrshire and Arran (Vice-Chair)
Louise McDaid, Staff Representative, North Ayrshire

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| 1. | Apologies | |
| | The Committee noted apologies from Alistair McKie and Louise McDaid. | |
| 2. | Declarations of Interest | |
| | There were no declarations of interest in terms of Standing Order 7.2 and Section 5.14 of the Code of Conduct for Members of Devolved Public Bodies. | |
| 3. | Minutes/Action Note | |
| | <p>The accuracy of the Minutes of the meeting held on 31 August 2018 were confirmed and the Minutes signed in accordance with Paragraph 7(a) of Schedule 7 of the Local Government (Scotland) Act 1973.</p> <p>The Chair confirmed that all of the actions were either completed or would be addressed by the items on the agenda.</p> | |

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| 4. | Updated Terms of Reference | |
| | <p>Submitted a report by the Head of Finance (HSCP) on the updated terms of reference for the Performance and Audit Committee.</p> <p>The Chair stated that the proposed changes to the terms of reference were timely given the fact that his two year term is coming to an end and that membership changes are expected as Alistair McKie has plans to retire.</p> <p>The Head of Finance (HSCP) informed the Committee that the updated terms of reference would require approval from the IJB and outlined the changes as detailed below:-</p> <ul style="list-style-type: none"> • voting members would require substitutes appointed by the IJB; • the Chair or Vice Chair would be required to attend a meeting for the quorum to be met; and • the remit of the Committee is clearly set out with sections for performance, audit, risk, annual accounts and standards. <p>The Chair requested that a section is added which sets out that PAC minutes should be reported to the IJB.</p> <p>The Committee agreed to submit the updated terms of reference to the IJB for approval subject to the changes mentioned above.</p> | |
| 5. | Performance and Audit Committee Work Plan 2019-20 | C. Whyte |
| | <p>Submitted a report by the Head of Finance (HSCP) on the proposed Performance and Audit Committee Work Plan for 2019-20. The plan set out which reports would appear on each meeting agenda and categorised each report under the following headings; Performance, Audit, Risk and Other.</p> <p>It was suggested that an annual staffing report be added to the plan under the "Other" section and that the Internal Audit Plan be added for the June meeting.</p> <p>The Committee agreed to submit the proposed work plan to the IJB for approval subject to the changes mentioned above.</p> | C. Whyte |
| 6. | Q3 2018-19 IJB PAC Report | |
| | <p>Submitted a report by the Performance and Information Systems Manager on the performance of the North Ayrshire Health and Social Care Partnership in Quarter 3 of 2018-19.</p> <p>The Committee discussed the new format of the report and praised the layout for displaying information clearly. The Chair requested that a line is added following each item explaining to the reader what information the figures and trends infer. A request was also made to change the colour used to make it easier to read on-screen.</p> | N. McLaughlin |

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| | <p>Discussion then took place around the targets for each service with a number of points raised including:-</p> <ul style="list-style-type: none"> • contrasting observations which can be taken from some trends including the number of referrals to CAMHS; • trends around short terms staff absences and the impact of having a high percentage of the workforce living in areas of deprivation; • issues around transferring adults to direct payments; and • the “anti-vax” movement and whether this has an impact on immunisation rates in North Ayrshire. <p>Noted.</p> | |
| 7. | North Ayrshire Proposed MSG Objectives 2019-20 | |
| | <p>Submitted a report by the Performance and Information Systems Manager on the proposed performance targets for 2019/20. The report provided the baseline target from 2014/15, 2018/19 target, 2018/19 result and the proposed 2019/20 target for each objective.</p> <p>The Committee agreed to approve the targets as set out in the report.</p> | N. McLaughlin |
| 8. | External Audit Plan | |
| | <p>Submitted a report by the Engagement Director (Deloitte) on the External Audit Plan 2018/19. The report detailed the core audit work to be undertaken by Deloitte LLP, who have been designated as the IJB's external auditors for the five year period 2016/2021. A paper detailing sector developments was appended.</p> <p>Members asked questions and were provided with further information in relation to:-</p> <ul style="list-style-type: none"> • areas identified to be declining in performance and whether these areas could be highlighted in the quarterly performance report; • the impact of Brexit on staffing, the support being offered and whether this had been identified in the audit; and • areas of innovation identified in the sector developments appendix and the benefits of circulating these to HSCP Heads of Service. <p>Noted.</p> | |

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| 9. | Internal Audit Reports Issued | |
| | <p>Submitted a report by the IJB Chief Internal Auditor on the findings of relevant audit work.</p> <p>The Team Manager - Internal Audit provided details of three audits which have been carried out and summarised the findings as follows:-</p> <ol style="list-style-type: none"> 1. Charging for Social Care Services Generated two high, three medium and one low priority actions and provided a reasonable assurance. The high priority actions were around the management of resources and work plans to ensure invoices are raised and the production of procedure notes to allow staff to cover absences effectively. 2. Movers Process Generated eight high and one medium priority actions and provided a limited assurance. The high priority actions were around the use of multiple processes across different teams, the role of new line managers in the process, the production of written procedures, use of the employee's ID number as a unique identifier and the need for reviews of access. 3. Aids and Adaptations Generated one high priority action and provided a substantial assurance. The high priority action was around ensuring records were updated in a timely fashion. <p>Members discussed the use of automatic flags in the NHS which highlight when a user has accessed information they should not have permission to view and if this method could be used to improve the movers process within NAC. There was also a suggestion that staff could highlight if they have access to restricted data.</p> <p>Noted.</p> | |
| 10. | Risk Management Governance | |
| | <p>Submitted a report by the Principal Manager - Finance on the proposed risk management governance for the NAHSCP.</p> <p>The report set out the governance arrangements around strategic and operational risks, roles and responsibilities for managing risks and future areas for development. The remit of the Clinical and Care Governance Group was also set out.</p> <p>The Committee agreed to approve the governance arrangements.</p> | E. Currie |

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| 11. | Integration Authorities - Financial Performance | |
| | <p>Submitted a report by the Head of Finance (HSCP) on the latest summary of financial performance of integrated authorities which provides an overview for all IJBs across Scotland.</p> <p>Members discussed the total overspend, savings which still have to be identified and the level of reserves held.</p> <p>The Committee (a) agreed that future summaries should be reported to the IJB PAC and (b) noted the report.</p> | C. Whyte |
| 12. | Date of Next Meeting | |
| | <p>The next meeting of the Integration Joint Board Performance and Audit Committee will be held on 27 June 2019.</p> <p>The Head of Finance (HSCP) informed the Committee that changes may be required to the final two agreed meeting dates in 2019 to fit in with reporting timetables.</p> <p>Members will be consulted prior to any changes.</p> <p>Noted.</p> | |
| | The meeting ended at 12.10 p.m. | |