

## **AUDIT AND PERFORMANCE COMMITTEE OF THE PERTH AND KINROSS INTEGRATION JOINT BOARD**

Minute of Meeting of the Audit and Performance Committee of the Perth and Kinross Integration Joint Board (IJB) held in the Council Chambers, Council Building, 2 High Street, Perth on Tuesday 17 January 2017 at 1.00pm.

**Present:** Councillors P Barrett and I Campbell (both Perth and Kinross Council); L Dunion (Chair), S Hay and J Foulis (all NHS Tayside); and B Campbell, Carer Representative.

**In Attendance:** Councillor D Doogan; R Packham, Chief Officer; J Smith, Chief Finance Officer; S Hendry, Perth and Kinross Council; M McLuskey and J Triebs (Internal Auditor); N Dyce, (External Auditor KPMG).

**Apologies:** T Gaskin, NHS Tayside.

### **1. WELCOME AND APOLOGIES**

L Dunion welcomed all those present to the meeting and an apology was submitted and noted as above.

### **2. MINUTE OF PREVIOUS MEETING**

The minute of meeting of 28 October 2016 was submitted and approved as a correct record.

### **3. MATTERS ARISING**

There were no matters arising.

### **4. TERMS OF REFERENCE**

There was submitted a copy of the revised Terms of Reference for the Audit and Performance Committee of the Perth and Kinross Integration Joint Board (G/17/6) following consideration at the previous meeting of the Committee on 28 October 2016.

#### **Resolved:**

The revised Terms of Reference be approved for submission to the Integration Joint Board meeting of 3 February 2017 for ratification.

## **5. AUDIT**

### **5.1 INTEGRATION JOINTBOARD: ACCOUNTABILITY AND RESPONSIBILITY**

The Chief Officer and Chief Finance Officer referred to meetings that have taken place between NHS Tayside, local authorities in Tayside and Chief Officers from IJB's in Tayside to seek agreement on assurance and accountability arrangements between the IJBs and NHS Tayside. Currently, Perth & Kinross IJB operates on the basis of a commissioning model for the services being delivered within the scope of its Joint Strategic Commissioning Plan, with assurance being received by the IJB from NHS Tayside and Perth and Kinross Council. Dundee and Angus IJBs operate on the basis of assuming delegated authority for the delivery of the services set out in their Schemes of Integration, with assurance flowing to NHS Tayside and the two local authorities.

Chief Officers from the three IJB's had been tasked with examining risk and accountability across the three areas, with a view to reaching a pan-Tayside approach to ensuring reliable and appropriate assurance and accountability arrangements.

The Committee noted the position and requested a further update at the next meeting.

### **5.2 GOVERNANCE ACTION PLAN**

There was submitted a copy of current version of the Governance Action Plan (G/17/7) for the IJB.

#### **Resolved:**

The Plan be resubmitted to the next meeting of the Committee to include timescales for all the actions contained in the Plan.

### **5.3 INTERNAL AUDIT PLAN 2016/17**

J Triebis informed the Committee that the Internal Audit Plan 2016/17 was currently being updated and completed. Work was taking place on due diligence and clinical and care arrangements along with colleagues from Perth and Kinross Council's Internal Audit team.

The Committee noted the position.

#### **5.4 EXTERNAL AUDIT PLAN: KPMG**

There was submitted a copy of the Perth and Kinross Integration Joint Board Audit Strategy for the year ending 31 March 2017 produced by KPMG.

N Dyce from KPMG provided a summary of the report and answered questions from members.

The Committee noted the report.

#### **5.5 AUDIT AND PERFORMANCE FORWARD PLAN 2017/18**

There was submitted a copy of the Audit and Performance Committee Forward Plan for 2017/18 as at 17 January 2017 (G/17/8).

The Chief Finance Officer provided a summary of the report.

##### **Resolved:**

The Forward Plan be approved in its current form with further discussion to take place at the next meeting of the Committee.

### **6. PERFORMANCE INDICATORS – CORE SUITE**

The Chief Finance Officer informed the Committee that a report would be submitted to the IJB meeting on 3 February 2017 with proposed performance indicators for the Board. It was then proposed that a more detailed discussion would take place at the next meeting of the Audit and Performance Committee on further developing the detailed use of the performance indicators and relevant data.

The Committee noted the position.

### **7. GOVERNANCE**

#### **7.1 RISK REGISTER**

There was submitted a copy of the Draft Risk Management Framework for the Integration Joint Board (G/17/9).

The Chief Finance Officer confirmed that this was at an early draft stage and was submitted to the Committee for information.

##### **Resolved:**

A more detailed and updated version of the framework, including more details on timescales within the various categories, be submitted to the next meeting of the Committee for consideration.

**8. CIPFA TRAINING**

The Chief Finance Officer informed the Committee that work was taking place with the other IJB Chief Finance Officers within Tayside on a programme for a Tayside wide CIPFA Training event.

Further information would be circulated to the Committee in due course to allow members to provide input to the training proposals.

**9. ANY OTHER COMPETENT BUSINESS**

There was no further business discussed.

**10. MEETING DATES 2017**

Tuesday 28 March at 1.00pm

Tuesday 27 June at 1.00pm

Tuesday 26 September at 1.00pm

Tuesday 28 November at 1.00pm

All meetings to take place at the Council Building, 2 High Street, Perth.