



## **Risk, Audit and Performance Committee**

### **Minute of Meeting**

**Tuesday, 25 February 2020**

**10.00 am Meeting Room 4 / 5, Health Village**

Present: John Tomlinson - Chair; and Luan Grugeon, Councillor Gill Al-Samarai and Councillor Philip Bell

Also in attendance; Sandra MacLeod (Chief Officer, ACHSCP), Alex Stephen (Chief Finance Officer, ACHSCP) and John Forsyth (Solicitor), David Hughes (Audit for Articles 9 and 10), Michael Wilkie and Adrian Kolodziej (both External Audit KPMG for Article 11) and Derek Jamieson (Clerk).

**The agenda and reports associated with this minute can be found [here](#). Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be retrospectively altered.**

#### **DECLARATIONS OF INTEREST**

1. There were no Declarations of Interest.

#### **DETERMINATION OF EXEMPT BUSINESS**

2. There was no exempt business.

#### **MINUTE OF PREVIOUS MEETING**

3. The Committee had before it the minute of the meeting of 29 October 2019.

**The Committee resolved :-**  
to approve the minute as a true record.

#### **BUSINESS PLANNER**

4. The Committee had before it the Business Planner.

**The Committee resolved :-**  
to note the business planner.

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**TERMS OF REFERENCE**

5. The Committee had before it the Terms of Reference of the Risk, Audit and Performance Committee.

The Committee heard that these had been approved at the Integration Joint Board Meeting on 19 November 2019 and was presented as a reminder of the amendment.

**The Committee resolved :-**

to note the circulation of the amended Terms of Reference.

**AUDIT SCOTLAND REPORT - NHS IN SCOTLAND - HSCP.19.104**

6. The Committee had before it a report by the Chief Officer, ACHSCP which provided an overview of the NHS in Scotland and the realities and challenges of delivering healthcare in Scotland. The report set out some of the key building blocks to underpin health and social care reform.

**The report recommended :-**

that the Committee note the contents of the report.

**The Committee resolved :-**

to approve the recommendations.

**RISK APPETITE STATEMENT AND STRATEGIC RISK REGISTER - HSCP.19.101**

7. The Committee had before it a report a by the Chief Officer, ACHSCP. The report presented the latest version of the Aberdeen City Health & Social Care Partnership's (ACHSCP) Risk Appetite Statement and Strategic Risk Register, as reviewed by the Integration Joint Board (IJB) at its workshop on 19 November 2019 and as considered by the IJB at its meetings on 21 January and 11 February, 2020.

**The report recommended :-**

that the Committee –

- (a) note the revised Risk Appetite Statement, as approved by the IJB, detailed in Appendix A to the report; and
- (b) note the Strategic Risk Register, as considered by the IJB at its meetings in January and February 2020 and discussed at the IJB Workshop on Workforce in February 2020, as detailed in Appendix B to the report.

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**The Committee resolved : -**  
to approve the recommendations.

**TRANSFORMATION PROGRESS REPORT - HSCP.19.102**

8. The Committee had before it a report by the Chief Officer, ACHSCP which provided an update on the progress of the Transformation Programme and included a high-level overview of the full transformation programme.

**The report recommended : -**  
that the Committee note the information provided in this report and the presentations on the Primary Care Improvement Plan (PCIP) evaluation, and Social Work financial assessments.

The Committee received a presentation on the application of Lean 6 methodology which had been applied during the projects.

The Committee received further presentation on PCIP – Theory of Change.

**The Committee resolved : -**  
to approve the recommendation.

**INTERNAL AUDIT REPORT AC2011 - INTEGRATION JOINT BOARD RISK MANAGEMENT - HSCP 19.100**

9. The Committee had before it a report by the Chief Internal Auditor, Aberdeenshire Council which presented the outcome from the planned audit of Integration Joint Board Risk Management that was included in the 2019/20 Internal Audit Plan for the Integration Joint Board.

**The report recommended :-**  
that the Committee review, discuss and comment on the issues raised within this report.

The Committee heard that reports presented by Auditors were their direct submissions and thus void any endorsement or signature by the Chief Officer and Chief Finance Officer, ACHSCP.

**The Committee resolved : -**  
to approve the recommendations.

**INTERNAL AUDIT PLAN 2020/21 - HSCP.19.107**

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10. The Committee had before it a report by the Chief Internal Auditor, Aberdeenshire Council which sought approval of the Internal Audit Plan for the Aberdeen City Integration Joint Board for 2020/21.

**The report recommended :-**

that the Committee approve the Internal Audit Plan for 2020/21.

The Committee heard that reports presented by Auditors were their direct submissions and thus void any endorsement or signature by the Chief Officer and Chief Finance Officer, ACHSCP.

**The Committee resolved :-**

to approve the recommendations.

**EXTERNAL AUDIT STRATEGY 2019-20 - HSCP.19.105**

11. The Committee had before it a report by the Audit Manager, KPMG which presented the draft external audit strategy for consideration.

**The report recommended :-**

that the Committee approve the approach to external audit, as outlined in Appendix A.

The Committee heard that reports presented by Auditors were their direct submissions and thus void any endorsement or signature by the Chief Officer and Chief Finance Officer, ACHSCP.

**The Committee resolved :-**

to approve the recommendations.

**FINANCE UPDATE AS AT END DECEMBER 2019 - HSCP.19.102**

12. The Committee had before it a report by the Chief Finance Officer, ACHSCP, which summarised the current year revenue budget performance for the services within the remit of the Integration Joint Board (IJB) as at Period 9 (end of December 2019), and advised on any areas of risk and management action relating to the revenue budget performance of the IJB services.

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**The report recommended :-**

that the Committee –

- (a) note the report in relation to the IJB budget and the information on areas of risk and management action contained therein, and
- (b) approve the budget virements indicated in Appendix E.

**The Committee resolved :-**

to approve the recommendations.

**CONFIRMATION OF ASSURANCE**

**13.** The Chairperson provided Members with an opportunity to request additional sources of assurance for items on the agenda or other areas of business, and thereafter asked the Committee to confirm it had received reasonable assurance to fulfil its duties as outlined within its Terms of Reference.

The Chair sought additional assurance in relation to activities involving NHS Grampian involvement with and reporting of assurance and that the Committee had discharged its planned assurance activities as planned over the preceding year.

**The Committee resolved:-**

- (i) to request the Chief Officer to investigate NHS Grampian assurance activities and reporting and present a report to the Committee's meeting on 28 April 2020;
- (ii) to request the Chief Finance Officer to present a report on the Committee's assurance activities over the preceding year to the Committee's meeting on 28 April 2020; and
- (iii) to otherwise confirm the receipt of reasonable assurance for items on the agenda.

**- JOHN TOMLINSON, Chairperson.**

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