



AUDIT AND PERFORMANCE SYSTEMS

Date of Meeting	13 November 2018
Report Title	Committee Meeting Dates 2019-20
Report Number	HSCP/18/090
Lead Officer	Sandra Ross, Chief Officer
Report Author Details	<i>Name:</i> Iain Robertson <i>Job Title:</i> Committee Services Officer <i>Email Address:</i> iairobertson@aberdeencity.gov.uk <i>Phone Number:</i> 01224 522869
Consultation Checklist Completed	Yes
Directions Required	No
Appendices	None

1. Purpose of the Report

- 1.1. To propose meeting dates for the Audit and Performance Systems Committee for 2019-20.

2. Recommendations

- 2.1. It is recommended that the Committee:

- a) Approve the meeting schedule for 2019-20;
- b) Instruct the Chief Officer to publish the meeting schedule on the Partnership's website; and
- c) Agree to re-schedule the Committee's meeting from 26 February 2019 to 12 February 2019.



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3. Summary of Key Information

- 3.1. Item 6(1) of the Committee's terms of reference outlines that the Committee is required to meet at least four times a year and hold at least one meeting each year with Internal and External Audit in closed session, with no members of the Executive Team being present.
- 3.2. At its meeting on 21 November 2017, the Committee agreed to hold bi-annual meetings with auditors and this decision has been reflected in the schedule.
- 3.3. The proposed meeting schedule aligns with meeting schedules for the IJB; the standalone IJB workshop sessions; and the Clinical and Care Governance Committee. The schedule also avoids conflicts with Council committees and significant NHS Grampian meetings.
- 3.4. No meetings have been scheduled during public holidays or during the Council's Summer recess period.
- 3.5. The proposed meeting dates have been submitted to relevant colleagues within Aberdeen City Council and NHS Grampian to ensure the alignment of audit committees to support the internal audit function as requested by Committee on 20 June 2017.
- 3.6. A meeting has been scheduled for 28 May 2019 to enable the Committee to approve the audited annual accounts and adhere to the expedited process required by Aberdeen City Council as result of its bond issue. The Committee will also have the opportunity at this meeting to review the draft Annual Performance Report before it is presented to the June IJB meeting for approval.
- 3.7. The Committee is requested to review and approve the following meeting schedule:-

10:00am, 28 May 2019 - Health Village;
10:00am, 20 August 2019 - Health Village: **closed meeting with auditors**;
10:00am, 29 October 2019 - Health Village;
10:00am, 25 February 2020 - Health Village; and
10:00am, 28 April 2020 - Health Village: **closed meeting with auditors**.



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3.8 It is also proposed to re-schedule the Committee's meeting date from 10:00am on 26 February 2019 to 10:00am on 12 February 2019 to ensure the meeting is quorate and decisions can be taken.

4. Implications for IJB

4.1. **Equalities** – It is proposed for Committee meetings to continue to be held in the Health Village which is a modern building and more accessible to equalities groups.

4.2. **Fairer Scotland Duty** – None directly arising from this report.

4.3. **Financial**- None directly arising from this report.

4.4. **Workforce**- It is anticipated that a meeting schedule which is publicly available on the Partnership's website would be beneficial for Aberdeen City Council, NHS Grampian and Partnership workforces. By scheduling Committee meeting dates up to April 2020, Committee members, officers, auditors and stakeholders would be able to plan ahead and effectively prepare for meetings.

4.5. **Legal**- Approval of a meeting schedule would help to ensure that the Committee was able to carry out its statutory duties and functions.

5. Links to ACHSCP Strategic Plan

5.1. Governance documents such the Committee's terms of reference and an annual meeting schedule underpin the Committee's governance arrangements and help ensure that outcomes within the Partnership's Strategic Plan can be effectively and legally delivered.

6. Management of Risk

6.1 **Identified risk(s):** The Committee would be unable to take timely and informed decisions without an agreed meeting schedule; this would undermine the effectiveness of the Committee's governance arrangements.

6.2 **Link to risk number on strategic or operational risk register:** Strategic Risk Register (3) Failure of the IJB to function, make decisions in a timely manner etc



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- 6.3 How might the content of this report impact or mitigate the known risks:** By agreeing a meeting schedule the Partnership would be able to ensure reports captured the views of key stakeholders during the consultation process. The Committee would then be in a position to take informed and timely decisions to support the functions and strategic objectives of the Partnership.