



Audit and Performance Systems Committee

Minute of Meeting

Tuesday, 28 May 2019

10.00 am Meeting Room 4 / 5, Health Village

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

Also in attendance; Sandra Ross (Chief Officer, ACHSCP), Alex Stephen (Chief Finance Officer, ACHSCP), Alan Thomson (Solicitor, ACC), Colin Harvey (Internal Audit), Gail Woodcock (Lead Transformation Manager, ACHSCP) and Martin Allan (Business Manager, ACHSCP)

Apologies: David Hughes (Internal Audit)

OPENING REMARKS

The Chair opened the meeting and welcomed John Tomlinson onto the Committee. The Chair commented on the volume of reports on today's agenda and reminded Members that an 'open door policy' existed in all work of the Partnership and that officers could be contacted directly at any time on any matter seeking clarity.

MEMBERS ARE REQUESTED TO INTIMATE ANY DECLARATIONS OF INTEREST

1. Members were requested to intimate any declarations of interest.

The Committee resolved:-

To note that no declarations of interest were intimated at this time for items on today's agenda.

MEMBERS ARE REQUESTED TO DETERMINE THAT ANY EXEMPT BUSINESS BE CONSIDERED WITH THE PRESS AND PUBLIC EXCLUDED

2. The Committee was asked to determine any exempt or confidential business.

The Committee resolved:-

To note there was no exempt business.

MINUTE OF PREVIOUS MEETING OF 12 FEBRUARY 2019

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3. The Committee had before it the minute of the previous meeting of 12 February 2019.

The Committee resolved:-

To approve the minutes of 12 February 2019 as a true record.

MINUTE OF PREVIOUS MEETING OF 30 APRIL 2019

4. The Committee had before it the minute of the previous meeting of 30 April 2019.

The Committee resolved:-

To approve the minutes of 30 April 2019 as a true record.

BUSINESS PLANNER - FOR DISCUSSION

5. The Committee had before it the business planner. There was discussion regarding its content and purpose and the members indicated its importance in maintaining assurance.

The Committee resolved:-

- (1) to note the current content of the business planner
- (2) to direct the Chief Officer Finance to review the business planner and consider merging with the Forward Planner whilst retaining visibility of all items to be reported to the Committee

APS DUTIES REPORT

6. The Committee had before it the APS Duties Report, which was presented by the Chief Financial Officer, Alex Stephen.

The Committee resolved:-

- (3) to note the current content of the APS Duties Report
- (4) Request that the Chief Finance Officer presents this report to the APS on an annual basis at the start of each financial year.

TRANSFORMATION PROGRAMME MONITORING

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7. The Committee had before it the Transformation Programme Monitoring report which was presented by the Lead Transformation Manager, Gail Woodcock.

The Committee were reminded that whilst this was a regular report, an opportunity was taken on each presentation to study a topic more closely, on this occasion Acute Care at Home, House of Care and INCA.

The Committee also received a presentation from Dr Calum Leask.

The Committee resolved: -

To note the information provided in this report.

EXTERNAL AUDIT ANNUAL REPORT

8. The Committee had before it the External Audit Report presented by Andy Shaw of KPMG.

The Committee heard an overview of the report and that there were no significant matters outstanding which allowed for an unqualified opinion to be issued. The Committee also heard that the Partnership Accounts had been the first to be presented in Scotland this year.

The Committee expressed their appreciation of the efforts applied by the Chief Financial Officer and his staff, and the external auditors in preparing the accounts.

The Committee resolved: -

To note the contents of the report

INTERNAL AUDIT ANNUAL REPORT 2018/2019 - INC. OUTSTANDING RECOMMENDATIONS

9. The Committee had before it the Internal Audit Annual Report prepared by the Chief Internal Auditor and presented by Internal Auditor Colin Harvey.

The Committee heard an overview of the report.

The Committee resolved: -

- (1) to note the Internal Audit Annual Report 2018/19,
- (2) to note that the Chief Internal Auditor has confirmed the organisational independence of Internal Audit,

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- (3) to note that there has been no limitation to the scope of Internal Audit work during 2018/19; and
- (4) to note the progress that management has made with implementing recommendations agreed in Internal Audit reports.

INTERNAL AUDIT PLAN 2019/2020

10. The Committee had before it the Internal Audit Plan 2019/2020 which was presented by Colin Harvey.

The Committee heard that the planned activities was based upon local and national risk and also from suggestions or results of other engagements. Whilst the plan was fairly rigid, there was scope to amend the intended work plan should risk dictate that. The Committee were reminded that the opportunity also existed for the Partnership to initially review any matter of concern in the absence of Internal Audit.

The Committee resolved: -

- (1) To approve the Internal Audit Plan for 2019/20
- (2) To note that whilst there is limited flexibility to additional requests, these would be considered on a risk basis.

ACC INTERNAL AUDIT REPORT - CRIMINAL JUSTICE

11. The Committee had before it the Internal Audit Report on Criminal Justice which was presented by Colin Harvey.

The Committee heard that whilst some minor weakness had been identified, action had already been undertaken in the form of retraining to address these issues.

The Committee resolved: -

To note the content of the report.

ACC INTERNAL AUDIT REPORT - NATIONAL CARE HOME CONTRACT

12. The Committee had before it the Internal Audit Report on the National Care Home Contract which was presented by Colin Harvey.

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The Committee heard that whilst some matters were not particularly well recorded, changes were being implemented which would be subject of a follow up.

The Committee resolved: -

To note the content of the report.

NHS INTERNAL AUDIT REPORTS

13. The Committee had before it the NHS Internal Audit Report presented by PWC.

The Committee resolved: -

- (1) To note the content of the NHSG Internal Audit Reports, as attached at Appendix A, B & C, and
- (2) To note the actions and timescales for Aberdeen City, as outlined in the action plan of the NHSG Internal Audit report attached at Appendix A and C.

AUDIT SCOTLAND - LOCAL GOVERNMENT IN SCOTLAND AND SAFE GUARDING PUBLIC MONEY

14. The Committee had before it the public reports issued by Audit Scotland.

The Committee heard from the Chief Finance Officer, Alex Stephen, that relevant Audit Scotland reports and publications would be brought to the Committee for awareness and noting. The Committee also heard that the new leadership structure within the Partnership reflected cross leadership comments which featured in the reports.

The Committee resolved: -

To note the content of both reports

AUDITED ANNUAL ACCOUNTS

15. The Committee had before it the Audited Annual Accounts presented by the Chief Finance Officer, Alex Stephen.

The Committee heard that the word 'Unaudited' should be amended to 'Audited' where appropriate.

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The Committee resolved: -

- (1) To agree the Integration Joint Board's Audited Accounts for 2018/19, as attached at appendix A,
- (2) To instruct Officers to submit the approved audited accounts to NHS Grampian and Aberdeen City Council.
- (3) Instruct the Chief Finance Officer to sign the representation letter, as attached at appendix B.

FINANCIAL MONITORING

16. The Committee had before it the Finance Update as at March 2019, which was presented by the Chief Finance Officer, Alex Stephen.

The Committee resolved: -

- (1) To note this report in relation to the IJB budget and the information on areas of risk and management action that are contained therein, and
- (2) to note the budget virements indicated in Appendix E.

EXEMPT BUSINESS

17. There was no exempt business.

CONFIRMATION OF ASSURANCE

18. The Chair provided Members with an opportunity to request additional sources of assurance for items on today's agenda, and thereafter asked the Committee to confirm it had received reasonable assurance to fulfil its duties as outlined within its Terms of Reference.

The Committee resolved:-

To confirm the receipt of reasonable assurance for items on today's agenda.

Luan.Grugeon, Chair

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