



Minutes

IJB Audit and Assurance Committee

10.00am, Tuesday 15 September 2020

Virtual Meeting, Microsoft Teams

Present:

Councillor Phil Doggart (Chair), Councillor George Gordon, Martin Hill and Peter Murray.

Officers: Nick Bennett (Scott-Moncrieff), Laura Calder (Principal Audit Manager), Helen Elder (Executive Assistant), Jamie Macrae (Clerk), Nicola McKenzie (Scott Moncrieff), Lesley Newdall (Chief Internal Auditor), Moira Pringle (Chief Finance Officer), Judith Proctor (Chief Officer), Angela Ritchie (Senior Executive Assistant) and Cathy Wilson (Operations Manager).

Apologies: Andrew Coull and Kirsten Hey.

1. Minutes

Decision

To approve the minute of the meeting held on 28 July 2020 as a correct record.

2. Annual Cycle of Business

Decision

- 1) To agree that the Annual Cycle of Business would provide details relating to the previous meeting, but would otherwise look forward to the coming year.
- 2) To agree that, in the “Frequency” column, references to “bi-monthly” meetings would be changed to “every meeting” to make it consistent, and that the frequency of the Annual Cycle of Business would be corrected to every meeting.
- 3) To otherwise note the Annual Cycle of Business.

(Reference – Annual Cycle of Business, submitted.)

3. Outstanding Actions

Decision

To note the outstanding actions.

(Reference – Outstanding Actions, submitted.)

4. Internal Audit Annual Opinion 2019/20

Internal Audit's annual opinion for the Edinburgh Integration Joint Board was submitted, for the year ended 31 March 2020.

The opinion concluded that, while some control weaknesses were identified in the design and/or effectiveness of the Joint Board's control environment and/or governance and risk management frameworks, they provided reasonable assurance that risks were being managed, and the Joint Board's objectives should be achieved.

Internal Audit had paused delivery of the 2019/20 annual plan In March 2020, recognising the need for management to focus on immediate implementation of Covid-19 resilience arrangements. As a result, 75% of the 2019/20 EIJB IA annual plan (three of four planned audits) has been completed to support the 2019/20 IA annual opinion. Consequently, the 2019/20 opinion was a 'limited' opinion, recognising that the plan has not been fully completed, and that it was not possible to pre-empt the potential outcomes of the remaining 'Strategic Planning – Capital and Workforce Planning' audit. It was also noted that completion of the remaining audit could potentially have resulted in a different annual opinion outcome.

Decision

- 1) To note the final 'some improvement required' amber rated IA opinion for the year ended 31 March 2020.
- 2) To note the outcomes of the audit of 'Progress towards addressing national integration recommendations and proposals' completed in July 2020 to support the annual opinion.
- 3) To agree that outstanding assurance actions raised by the Care Inspectorate and Internal Audit would be mapped as part of action plans.

(Reference – report by the Chief Internal Auditor, submitted.)

5. Revised Internal Audit Annual Plan 2020/21

A revised Edinburgh Integration Joint Board (EIJB) Internal Audit (IA) plan for the 2020/21 financial year was presented to the Committee for approval. The annual plan, which had initially been approved by committee in March 2020, had been revised to ensure that appropriate and proportionate assurance was provided on the increased financial risk associated with Covid-19, that could potentially impact the EIJB's ability to achieve its

financial targets and strategic objectives. No changes were required to the extent of IA follow-up performed to confirm that findings raised in completed EIJB audits had been effectively implemented, as detailed in the original IA annual plan.

Decision

- 1) To approve the revised 2020/21 Internal Audit plan.
- 2) To refer the approved EIJB IA plan to both the Council's Governance, Risk and Best Value Committee, and the NHS Lothian Audit and Assurance Committee for information.

(Reference – report by the Chief Internal Auditor, submitted.)

6. Internal Audit

The verbal update on Internal Audit (IA) was provided. IA was aiming to start delivery of the 2020/21 annual plan in October and provided assurance that they had resources to deliver both the Council and Edinburgh Integration Joint Board (EIJB) audit plan, with support from NHS Lothian colleagues. IA required partner engagement from NHS Lothian to draft the principles and were expecting to see progress with this. IA were reviewing open and overdue findings. The Adult Social Care open finding would be initially reported to Council in December and referred to this committee thereafter.

Decision

- 1) To note the verbal update.
- 2) To record the committee's thanks to the Internal Audit team for their work over the last year.

7. Edinburgh Integration Joint Board 2019/20 Annual Audit Report

The annual external audit report for the year ended 31 March 2020 was submitted, which reported an unqualified opinion on the annual accounts, financial management and sustainability, governance and transparency, and value for money.

Decision

- 1) To note the report.
- 2) To note that the annual audit report would be referred to the Joint Board as part of the Annual Accounts.

(Reference – report by Scott-Moncrieff, submitted.)

8. Edinburgh Integration Joint Board Annual Accounts for 2019/20

The Joint Board's audited annual accounts for 2019/20 were submitted for scrutiny, following committee consideration of the draft accounts in July 2020. The accounts had since been audited by the external auditors (with the exception of some outstanding payroll testing, which had been impacted by Covid-19).

Decision

- 1) To approve and adopt the accounts for 2019/20.
- 2) To note that the External Audit opinion was subject to satisfactory completion of testing.

(Reference – report by the Chief Finance Officer, submitted.)

9. Integration Joint Board Risk Register

The current IJB risk register and an update on the processes which were being established to manage, mitigate and escalate risks were presented. It was noted that some more work was required on the Risk Register and that it would therefore be submitted to the Joint Board on 15 December 2020.

Decision

- 1) To note the continued development of the IJB risk register.
- 2) To note the introduction of 'risk profile cards' for 'high' and 'very high' risks and agree that this was an appropriate tool in managing IJB risks.
- 3) To note the work undertaken to identify mitigating controls against the current risks, allowing committee to consider in more detail at future meetings.

(Reference – report by the Chief Finance Officer, submitted.)

10. Update on Records Management

A verbal update on Records Management was provided. An action plan from the Keeper of Scotland had been received, following submission of the draft Records Management Plan, which recommended that the Plan be updated to reflect the fact that IJB records were no longer considered to be also held under NHS Lothian systems. All IJB records were therefore stored under one organisation, which was the Council. Records included IJB papers, agendas and webcasts, and were managed by Committee Services. The Council was therefore required to update their information governance documentation, including the policy, business classification, retention schedules, destruction arrangements) to reflect this. Agreement had been made with Laurence Rockey, Head of Strategy and Communications, and Gavin King, Democracy, Governance & Resilience Senior Manager, that these documents would be updated. Evidence would then be submitted to the Keeper of Scotland. The deadline was the end of November 2020.

Decision

- 1) To note the verbal update.
- 2) To note that the Records Management Plan report would be submitted to the Council's Governance, Risk and Best Value Committee, following consideration by the Corporate Leadership Team.

11. Date of Next Meeting

To agree that the committee would next meet at 10.00am on 6 November 2020.