



# Minutes

## IJB Audit and Assurance Committee

**10.00am, Friday 12 November 2021**

Virtual Meeting, Microsoft Teams

**Present:**

Councillor Phil Doggart (Chair), Martin Hill, Kirsten Hey and Grant Macrae.

**Officers:** Matthew Brass (Clerk), Laura Calder (Internal Audit), Gavin Cluckie (Internal Audit), Helen Elder (Executive Assistant), Lesley Newdall (Chief Internal Auditor), Moira Pringle (Chief Finance Officer)

**Apologies:** Councillor George Gordon and Peter Murray

### 1. Minutes

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The minute of the Audit and Assurance Committee of the 1 October 2021 was presented for approval as a correct record.

**Decision**

To approve the minute as a correct record.

### 2. Annual Cycle of Business

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The annual cycle of business was presented to Committee.

**Decision**

To agree the updated Annual Cycle of Business attached as an appendix.  
(Reference – Annual Cycle of Business, submitted)

### 3. Outstanding Actions

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The outstanding actions updated to November 2021 were presented to committee.

### **Decision**

- 1) To agree to close the following actions:
  - Action 2 – Update from NHS Lothian: Internal Audit Principles & Monitoring of Progress with Implementation Findings
  - Action 3 – EIJB Risk Register
  - Action 4 – 2020-21 Annual Audit Report to Members of the Edinburgh Integration Joint Board and the Controller of Audit
  - Action 5 – Annual Assurance Statement
  - Action 6 (2) – Internal Audit Update for the Period: 2 May to 14 September 2021
- 2) Action 1 – To discuss with the Chair/Vice-Chair of the EIJB the concerns surrounding the progress of filling the role/responsibilities of the vacant Chief Risk Officer, present them with the following three options moving forward and update Committee at the next meeting:
  - Financial support to fill vacancy from partners.
  - Accept the risk of leaving role vacant.
  - For the IJB to fund the post.
- 3) To otherwise note the remaining outstanding actions.

(Reference – Outstanding Actions, submitted)

## **4. Integration Joint Board – Principles to Underpin Working Relationships between Lothian NHS and IJB**

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Details of the refreshed Principles to underpin working relationships between NHS Lothian (NHSL) and the four Lothian Integration Joint Boards (IJBs) were presented to the Committee. The Principles had already been agreed to by the four NHSL Chief Internal Auditors (CIAs) and the Chairs of the respective scrutiny Committees.

### **Decision**

- 1) To review the content of the refreshed Principles.
- 2) To provide confirmation of acceptance of the Principles.
- 3) To note the other outcomes from the Principles workshops that are not specifically detailed in the refreshed Principles document, and ensures that they are effectively implemented and sustained.

- 4) To confirm that the Principles can be shared with the City of Edinburgh Council GRBV Committee to enable formal implementation of a similar approach to support ongoing provision of relevant audit health and social care assurance outcomes to the EIJB Audit and Assurance Committee.
- 5) To agree to annually review the Principles in practice and add this to the Committee's Annual Cycle of Business.

(Reference – Report by the Chief Internal Auditor, submitted)

## 5. Internal Audit Update

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Progress of Internal Audit (IA) assurance activity on behalf of the Edinburgh Integration Joint Board (EIJB) performed by its partners was presented to the Committee.

Members expressed concern on the Strategic Implications of Covid-19 Lessons Learned audit, where it was unclear if lessons learnt throughout the pandemic could and should be used to shape strategic and financial planning moving forward.

Further, members expressed concerns on setting long term cost forecasts for the repercussions of Covid when these repercussions may never be known in full. Members suggested that the financial implications of the pandemic may just become 'business as usual' and factored into the standard financial plans. Although it may be difficult to plan for, officers suggested that – like all long-term plans – revisions may be required through the plan's lifespan.

### Decision

- 1) To approve the proposed change to reduce the number of planned 2021/22 audits from four to three, and carry forward the audit of 'implementation of recommendations from the Strategic Group for Health and Community Care' into 2022/23 EIJB IA Annual Plan.
- 2) To note progress with delivery of the EIJB 2021/22 IA Plan and the outcomes of the EIJB Strategic Implications of Covid-19 Lessons Learned audit.
- 3) To note that progress with implementation of agreed management actions to support closure of both EIJB IA and relevant Partnership findings on delivery of adult social care will be presented to committee in February 2022, together with the outcomes of any relevant adult social care audits completed by the Council of NHSL.
- 4) To revise the wording used in paragraph 6 of page 4 of the Strategic Implications of Covid-19 Lessons Learned audit report to better reflect

the desire to utilise lessons learned through Covid in informing strategic operational resilience arrangements in the future.

(Reference – Report by the Chief Internal Auditor, submitted)

## **6. Edinburgh Integration Joint Board Risk Register**

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The Committee were presented with an update on the Edinburgh Integration Joint Board (EIJB) Risk Register. Given the decision of the IJB at their October meeting, the Risk Register presented focused solely on Risk Card 2.2 due to the 'very high' risk rating.

Members were updated on the planning around the recruitment to the workforce, which included marketing campaigns and the possibility of offering more flexible contracts to drive recruitment of, for example, students. Staff recruitment would focus on both staff on the ground and coordinating staff.

Moving forward, members were updated of the early stages of the long-term planning of creating a single, city-wide care at home organisation in Edinburgh to combat the staffing shortages periodically.

### **Decision**

- 1) To note the position and ongoing mitigations for risk 2.2.
- 2) To present an update on the progress of controls and their impact against the risk at the next Committee meeting.
- 3) To include further information and detail in regard to the 'Equality and Integrated Impact Assessment' and 'Environment and Sustainability Impacts' sections of the covering report.

(Reference – Report by the Chief Finance Officer, Edinburgh Integration Joint Board, submitted)

## **7. Date of Next Meeting**

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The date of the next meeting was noted to be Friday, 18 February 2022.