



Minutes

IJB Audit and Assurance Committee

3pm, Monday 5 December 2022

Virtual Meeting, Microsoft Teams

Present:

Peter Murray (Chair), Elizabeth Gordon, Grant Macrae, Councillor Euan Davidson and Councillor Claire Miller.

Officers:

Emily Traynor (Clerk), Angela Brydon (Operations Manager EHSCP), Laura Calder (Senior Audit Manager), Moira Pringle (Chief Finance Officer). Colin McCurley (Acting Principal Audit Manager)

Apologies:

Kirstein Hay

1. Minutes

The minute of the Audit and Assurance Committee of the 20 September 2022 was presented for approval as a correct record.

Decision

To approve the minute of 20 September 2022 as a correct record.

2. Annual Cycle of Business

The annual cycle of business was presented.

Decision

- 1) To otherwise agree the updated Annual Cycle of Business attached as an appendix.
- 2) To note that dates regarding internal audit would be updated, as these do not comply with the current committee schedule.
- 3) To clarification the revised dates with Audit Scotland.

(Reference – Annual Cycle of Business, submitted)

3. Outstanding Actions

The outstanding actions updated to December 2022 were presented to committee.

Decision

- 1) To agree to close the following actions:
 - Action 3 (1&2) – 2021-22 Annual Audit Report to the Members of the Edinburgh Integration Joint Board and the Controller of Audit
 - Action 4 – Committees Annual Assurance Report
 - Action 5 – Internal Audit Update
 - Action 6 – Edinburgh Integration Joint Board Risk Register
- 2) To otherwise note the remaining outstanding actions.

(Reference – Outstanding Actions, submitted)

4. Review of Audit and Assurance Terms of Reference

Members were provided with an update on the process to review, and update where appropriate, the terms of reference, which is undertaken annually.

There were continued discussions of what should be dealt with by each EIJB Committee and where pieces of work sit. Officers advised this would be mapped against TORs. Members were informed that very few legislative requirements sit with Performance and Delivery Committee and that AAC have a broader overview for assuring each EIJB committees perform their responsibilities.

Furthermore, members sought clarity on the distinction between attendance requirements and gathering information from those within and out with the partnership. Officers informed members that there's a difference in scope of authority for those within the partnership, creating the distinction.

Decision

- 1) To consider increasing the membership of AAC by an additional 3 members (an additional 2 voting members and 1 non-voting member).
- 2) To note the report will be brought back to Committee in March 2023 with revised terms of reference, as per members discussions.
- 3) To note that due to ongoing issues with ModernGov, members will also be emailed a copy of the papers.
- 4) To request that the handbook would be provided to members.
- 5) To note that an Internal and External Audit session with Auditors and Committee members would be arranged as part of a Committee meeting.

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

5. Chief Risk Officer – Edinburgh Integration Joint Board

Members were advised discussion with partners on the position of the EIJB Chief Risk Officer (CRO) have been exhausted, and no additional resources would be provided to the EIJB to undertake the CRO role.

Conversations took place where members expressed their support and concerns about each option recommended.

Overall, most members supported that the role of the Chief Risk Officer should be independent from the Chief Finance Officer. Members were made aware of the potential difficulties in proceeding with this option, due to extreme financial pressures and difficulties in recruiting.

Decision

- 1) To note the recommendations contained within the report to resolve the CRO role.
- 2) To note that the Chair will provide a report to the EIJB, expressing members were not in full agreement on how to proceed with the role of the CRO but that a preference of an independent CRO was supported.

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

6. Edinburgh Integration Joint Board Risk Register

Members were presented with the latest iteration of the Edinburgh Integration Joint Board (EIJB) risk register for endorsement.

Members raised their concerns about the reviewed risk card ratings at appendix 1, 2 and 3. Officers provided an explanation of the updated risks were reached. However, members still stressed their expectations of the reviewed risks were different to that which was presented and how this in turn heightened the risks.

Decision

- 1) To note that the risk cards were reviewed by the Executive Management Team in November 2022.
- 2) To agree that the Chief Finance Officer and Operations Manager would continue to embed the EIJB risk process.
- 3) To note that Councillor Claire Miller would provide detail on specific risk card ratings concerns, which would be addressed in a members briefing session with the Operations Manager and members of the Committee in January 2023.
- 4) To note that the Operations Manager and the Chief Finance Officer would update wording in the report to the EIJB, to reflect discussions from Committee.

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

7. Committee Annual Assurance Framework – 2022/23 cycle

Members were provided with an update on the Board Assurance Framework and committee annual assurance statement proposed for the 2022/23 cycle.

Decision

- 1) To approve the Board Assurance Framework and committee annual assurance statement for the 2022/23 assurance cycle.
- 2) To request the wording at paragraph 5 would be strengthened to provide greater detail of the action.

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

8. Governance Report

The governance report provided the Audit and Assurance Committee with an update on a range of activity that ensured the Edinburgh Integration Joint Board (EIJB) are compliant with a range of regulatory and legislative requirements.

Discussion on cyber hacking and cyber security took place, members were assured the EIJB are in a secure position where risk and threat levels are low.

Decision

- 1) To note the content of the report and assured that the EIJB is compliant with regulatory and legislative requirements.
- 2) To note that paragraph 19 would be expanded, to highlight the EIJB's position on cyber hacking.

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

9. Internal Audit Update

The internal audit update was presented to members, which included updates on two audits and a follow-up of management actions as well as an update on the National Care Service.

Members were advised from officers that all overdue actions with revised dates were accurate and confident they would be met. Actions related to the strategic plan were also recommended

Decision

- 1) To note the progress with delivery of the EIJB 2022/23 IA plan.
- 2) To note the outcomes of the recently completed Governance of Directions audit.
- 3) To note the progress with development of the National Care Service and implications for future audit work.
- 4) To note the outcomes of the recently completed NHSL Delayed Discharges Audit and considers any future assurance requirements.
- 5) To note the progress with implementation of agreed management actions.
- 6) To include a discussion point on the National Care Service at the members briefing session in January 2023.
- 7) To note that the Operations Manager would ensure all necessary members and officers are included in the MS Teams Channel.
- 8) To request previous audits that relate to outstanding actions or current issues are uploaded to the MS Teams Channel.
- 9) To note that a draft audit plan would be circulated to members if available prior to the development session on the Strategic Plan.

(Reference – Report by the Senior Audit Manager, City of Edinburgh Council, submitted)

10. Internal Audit: External Quality Assessment

The External Quality Assessment (EQA) concluded that the Council's Internal Audit (IA) function generally conforms with the expected standards for internal auditing, including a code of ethics, core principles and international standards.

Decision

- 1) To note the outcomes of the External Quality Assessment the Council's Internal Audit function completed by the Chartered Institute of Internal Auditors in March 2022.
- 2) To note the IIA recommendations to address the issues identified, together with IA's management response and action dates.
- 3) To note the continuous improvement opportunities identified and improvement actions taken by IA to realise these opportunities.
- 4) To note the impacts of the EQA outcomes on provision of EIJB audit services.
- 5) To note that updates on IA's EQA improvement activities will be provided to Committee on a quarterly basis through the IA quarterly update report.

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

11. Internal Audit: Open and Overdue IA Findings – Performance Dashboard as at 31 August 2022 – referral from the Governance, Risk and Best Value Committee

An update was provided from the Senior Audit Manager on the current IA position for the EIJB, as the referral report presented contained some out of date information.

The next Internal Audit: Open and Overdue IA Findings – Performance Dashboard would be brought to the Governance, Risk and Best Value Committee in January 2023 and thereafter referred to AAC in March 2023.

Decision

To note the report.

12. Induction Training – Verbal Update by the Operations Manager

The Operations Manager provided a verbal update on the induction training session which took place on 17 November 2022.

Officers highlighted the positive level of engagement at the session, and members agreed.

Decision

- 1) To note the discussion.
- 2) To note the recording of the session would be added to the MS Teams Channel.

13. Date of Next Meeting

The date of the next meeting was noted to be Monday, 20 March 2023.