

MINUTE of MEETING of the WEST LOTHIAN INTEGRATION JOINT BOARD AUDIT RISK AND GOVERNANCE COMMITTEE held within CONFERENCE ROOM 3, WEST LOTHIAN CIVIC CENTRE, HOWDEN SOUTH ROAD, LIVINGSTON, EH54 6FF, on 24 JANUARY 2018.

Present

Voting Members - Damian Timson (Chair), Martin Connor and Lynsay Williams (by conference call)

Non-Voting Members – Jane Houston

Apologies George Paul (Voting Member) and Martin Murray (Non-Voting Member)

In attendance - Marion Barton (Head of Health), James Millar (Standards Officer), Kenneth Ribbons (Internal Auditor, WL IJB) and Sharon Leitch (Senior Auditor, WLC)

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. MINUTE

The committee approved the minute of the meeting held on 11 October 2017 as being a correct record. The Chair thereafter signed the minute.

3. INTERNAL AUDIT OF WORKFORCE PLANNING

The committee considered a report (copies of which had been circulated) by the Internal Auditor providing details of the internal audit of workforce planning.

In accordance with the internal audit plan for 2017/18 an audit of IJB workforce planning was carried out. The objectives of the audit were to determine whether controls were in place within the IJB to monitor workforce planning arrangements within NHS Lothian and West Lothian Council. The resultant audit report was attached as an appendix to the report and the agreed management action was included as an action plan within the audit report. The Internal Auditor highlighted a typographical error within the action plan as the action date should be 23 January 2018.

The Internal Auditor advised that a number of issues were raised relating to workforce planning. The original schedule for the IJB Workforce Plan pre-dated the commitment of the Scottish Government to produce a National Health and Social Care Workforce Plan. Part 1 of the plan related to the hospital based workforce and Part 2 related to the social care workforce, which was published on 15 December 2017. Part 3 of the plan would set out proposals on primary care which was originally

scheduled for publication by the end of 2017 however this was now expected early in 2018. Accordingly the key action relating to this finding was that a revised schedule for the production of the IJB Workforce Plan would be presented to the IJB for consideration at its meeting on 23 January 2018. This revised schedule would include reporting of the various elements of the national workforce plan and the engagement activity around the draft IJB Workforce Plan. West Lothian Council and NHS Lothian were required to formulate their own Workforce Plans in accordance with national guidance, which were still in draft format.

The committee was advised that a stakeholder event was planned for 26 January 2018 to focus on some of the challenges and the findings would be used to help to develop the action plan.

During the course of the discussion members raised their concerns that insufficient timescales were in place as the draft IJB Workforce Plan did not include target completion dates or details of the individuals responsible for each action. The action plan was noted as 'in development' and therefore was lacking in detail. The Head of Health undertook to liaise with the IJB Director and NHS Lothian Chief Officer to discuss the expectations around the workforce plans and recommend that the most up to date action plans be shared with the IJB, and report back to the next meeting with an update.

The Internal Auditor agreed to provide an update report on the Internal Audit of Workforce Planning for consideration at the December 2018 meeting of the IJB Audit, Risk and Governance Committee.

It was recommended that the committee considers the internal audit report and its findings, and notes that control was considered to require improvement.

Decision

1. To note the contents of the report and its attachment;
2. To note that the Head of Health undertook to liaise with the IJB Director and NHS Lothian Chief Officer and provide an update to the next meeting of the committee; and
3. To note that the Internal Auditor would provide an update report on the Internal Audit of Workforce Planning for consideration at the December 2018 meeting of the committee.

4. INTERNAL AUDIT OF FINANCIAL PLANNING

The committee considered a report (copies of which had been circulated) by the Internal Auditor providing details of the IJB Internal Audit of Financial Planning.

The report recalled that in accordance with the internal audit plan for 2017/18, an audit of IJB financial planning was carried out. The objective of the audit was to review the processes in place within the IJB for

ensuring that robust arrangements were in place for medium term financial planning.

The Internal Audit Report dated 5 January 2018: IJB Financial Planning was attached as an appendix to the report, which included agreed management action as an action plan within the audit report.

The committee acknowledged the excellent report and the key controls in place to improve control.

It was recommended that the committee considered the internal audit report and its findings, and notes that control was considered to be effective.

Decision

To note the contents of the report, the internal audit report and its findings.

5. LOCAL CODE OF CORPORATE GOVERNANCE

The committee considered a report (copies of which had been circulated) by the Standards Officer providing details of the draft Local Code of Corporate Governance, which was attached as an appendix to the report.

The report advised that the legislation under which the Board was established brought it into the financial and accounting regime that applied to local authorities, which meant that the Board had to observe relevant proper accounting practices covering internal audit and governance arrangements as well as financial accounting.

The Standards Officer advised that the Framework defined the principles that should underpin the governance of an organisation, providing a structure to help with an approach to governance.

A local code was drafted, based on the Framework and Guidance, which was intended to be a tool for measuring and demonstrating the degree of the Board's compliance with the standards the Code set out. The draft Code would be finalised based on the committee's suggestions and further feedback from officers, which would be reported to the Board for approval along with agreement for the process by which the Board's compliance would be measured and then reported on. This process would involve an assessment being made by the Board's Senior Management Team, and then a report based on that assessment and any areas of concern and proposed actions. The IJB Audit, Risk and Governance Committee would have its role to play in relation to the approval of the Annual Governance Statement and monitoring any agreed actions to address areas of concern. It would also keep the Code and its associated procedures under periodic review.

The committee acknowledged the comprehensive framework but found it to be a bit onerous and time consuming to populate and assess. The Standards Officer stated that the aim was not to be a cumbersome

document but to provide assurances to the Board on the compliance and effectiveness of governance arrangements. He advised that he would be happy to provide an updated report to the next meeting of the IJB Audit, Risk and Governance Committee prior to being submitted to the Board for approval.

It was recommended that the committee:

1. Considers the proposed arrangements for the Board's Local Code of Corporate Governance; and
2. Notes that a report would be taken to the Board for approval and implementation of the Code when finalised.

Decision

1. Noted the contents of the report and the proposed arrangements for the Board's Local Code of Corporate Governance; and
2. Agreed that an updated report on the proposed arrangements for the Board's Local Code of Corporate Governance would be provided to the next meeting of the IJB Audit, Risk and Governance Committee in March 2018 prior to being forwarded to the Board for approval and implementation when finalised.

6. WORKPLAN

The committee noted the contents of the workplan (copies of which had been circulated).

The workplan was agreed subject to including the following items:

March 2018 Meeting

- Code of Corporate Governance Update (James Millar)
- Workforce Planning Update (Marion Barton)
- Timetable of Meetings 2018/2019 (Elaine Dow)

December 2018 Meeting

- Internal Audit of Workforce Planning Update (Kenneth Ribbons)