

4. INTERNAL AUDIT OF WEST LoTHIAN INTEGRATION JOINT BOARD GOVERNANCE ARRANGEMENTS

The Committee considered a report (copies of which had been circulated) by the Internal Auditor providing details of the internal audit undertaken of the IJB's governance arrangements.

The report advised that in accordance with the internal audit plan for 2016/17 an audit of the IJB's governance processes was carried out, details of which were attached within an appendix to the report. The agreed management actions were also included as an action plan within the appendix.

The internal audit work involved reviewing the IJB's current governance processes. A review process was in place to ensure that all the requirements of the Integration Scheme were in place or were in progress and regular update meetings were being held with the IJB Director to review progress. A number of areas for improvement were identified which were set out in the action plan. The action plan detailed the findings of the internal audit carried out and graded their importance and agreed actions. The findings concluded that the level of control required improvement. A number of areas of work in progress also required to be timeously brought to a conclusion.

The Internal Auditor advised that The Integration Scheme between West Lothian Council and NHS Lothian required the Board to approve a Strategic Plan which would be developed through its Strategic Planning Group detailing a rolling three year action plan, which would be reviewed and updated on an annual basis. It was proposed that a report to include the action plan would be presented to the meeting of the IJB scheduled to be held on 14 March 2017.

During the course of the discussion the Chair recommended that due to the importance of the findings of the internal audit of the IJB's governance arrangements it would be appropriate to provide an update on the progress of the Strategic Plan – three year rolling action plan to the next meeting of the IJB scheduled to be held on 31 January 2017.

In response to a question relating to the membership of the IJB the Standards Officer undertook to submit a report to the IJB relating to the Board's governance arrangements which would include the remit and rules of membership and procedure for appointing members to the IJB committees and working groups.

In relation to page 10, point 3.8 of the action plan it was noted that the Integration Scheme required the Chief Social Worker and the Clinical Director to provide an annual report to the Board in relation to aspects of their position relating to the delivery of delegated functions. The Internal Auditor undertook to check with the Director to ensure that the Clinical Director was aware that a report was to be presented to the IJB by 30 June 2017 covering clinical governance for 2016/17.

It was recommended that the Committee note the contents of the report and the conclusion that control requires improvement.

#### Decision

1. Noted the contents of the report;
2. Noted the recommendation from the Chair that an update on the Strategic Plan – three year rolling action plan be provided to the next meeting of the IJB;
3. Noted that a report on the IJB's Governance Arrangements would be submitted to the Board to include remit and rules of membership and procedure for appointing members to the IJB committees and working groups; and
4. Noted that the Internal Auditor undertook to liaise with the Director/Clinical Director to ensure that a report covering clinical governance for 2016/17 be submitted to the IJB by 30 June 2017.