

MINUTE of MEETING of the WEST LOTHIAN INTEGRATION JOINT BOARD AUDIT, RISK AND GOVERNANCE COMMITTEE held within WEBEX VIRTUAL MEETING ROOM, on 2 DECEMBER 2020.

Present – Present – Martin Connor (Chair) and Bill McQueen; Councillors George Paul and Damian Timson; and Caroline McDowall

In Attendance – Allister Short (Chief Officer), Lorna Kemp (Policy Officer), Jo MacPherson (Head of Social Policy), James Millar (Standards Officer), Kenneth Ribbons (Internal Auditor), Stevie Dunn (Staff Representative)

Apologies –Caroline McDowall, Stephen Reid (EY External Auditor), Patrick Welsh (Finance Officer)

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. MINUTE

The committee confirmed the Minute of its meeting held on 9 September 2020 as a correct record.

3. RISK MANAGEMENT - HIGH RISKS

The committee considered a report (copies of which had been circulated by the Chief Officer advising of the IJB's Risk Register.

It was recommended that the committee consider the risks identified, the control measures in place and the risk actions in progress to mitigate their impact

Decision

To note the terms of report.

4. GOVERNANCE ISSUES 2019/20 - UPDATE ON PROGRESS

The committee considered a report (copies of which had been circulated) by the Standards Officer providing an update on issues identified for attention through the annual governance statement for 2019/20 and on others matters arising since.

The report recommended that the committee note the update on governance issues of concern being progressed in 2020/21 and that further updated information will be included in the annual governance statement for 2020/21 and its covering report.

Following discussions and a number of questions the committee agreed

the following.

### Decision

1. To note the update on governance issues of concern being progressed in 2020/21.
2. To note the additional information proceeded in relation to items 4(17/18), 4(18/19), 7(18/19), 24(17/18), 9(19/20), 16(19/20) and 18(19/20) in the Appendix.
3. To agree the most urgent items requiring to be progressed were 4(17/28), 4918/19) and 24(17/18) and to note that they were highlighted in the Internal Audit report on IJB Governance at Item 08 on the agenda.
4. To recommend to the Board that items 6(18/19), 10(19/20), 16(19/20), 19(19/20), 20(19/20) and 23(19/20) are incorporated immediately in its workplan and reporting cycle to enable them to be removed from the list of issues to be further progressed.
5. To agree that a report on the lessons to be learned from the Accounts Commission Report on Fife integration Joint Board (Audit Scotland, 2 March 2020) (9(19/20)) should be brought to the committee for consideration.

## 5. COMMITTEE SELF-ASSESSMENT RESULTS

The committee considered a report (copies of which had been circulated) by the Chief Officer to inform the Audit Risk and Governance Committee on the results of the self-assessment survey of the Committee's administrative arrangements and activity.

The report recommended that the committee:

1. Note the results of the self-assessment questionnaire; and
2. Discuss if any actions should arise from the results.

### Decision

To note the terms of the report.

## 6. INTERNAL AUDIT OF IJB GOVERNANCE

The committee considered a report (copies of which had been circulated) by the Internal Auditor advising of the outcome of an internal audit of the IJB's governance arrangements.

The report recommended that the committee notes that control was considered to be effective.

Discussions took place with regard to the provision of a GDPR officer and it was advised that work was underway to establish what arrangements existed in other IJB's and consider how appropriate provision could be made. It was also noted that the Chief Officer made an undertaking to report back to the next meeting of the committee.

#### Decision

To note the terms of the report.

### 7. INTERNAL AUDIT OF IJB PERFORMANCE MANAGEMENT

The committee considered a report (copies of which had been circulated) by the Internal Auditor advising of the outcome of an internal audit of the IJB's performance management arrangements.

The report recommended that the committee notes that control was considered to be effective.

#### Decision

To note the terms of the report.

### 8. COVID-19: GUIDE FOR AUDIT AND RISK COMMITTEES

The committee considered a report (copies of which had been circulated) by the Chief Officer informing the committee of the report by Audit Scotland "Covid-19: Guide for Audit and Risk Committees.

The report recommended that the committee considers the themes and messages in the report.

#### Decision

To note the terms of the report.

### 9. EUROPEAN UNION EXIT UPDATE

The committee considered a report (copies of which had been circulated) by the Chief Officer providing an update on potential EU Exit implications for health and social care service delivery and work being undertaken by officers across health and social care to assess risks and identify options for mitigation.

The report recommended that the committee

1. Notes that there was an increasing amount of guidance and collaborative working on understanding EU Exit issues;
2. Notes that there was still uncertainty on the final arrangements

associated with the EU Exit at the end of December 2020;

3. Notes the potential risks to delivery of health and social care functions that may impact on the IJB's strategic planning role; and
4. Notes the work being undertaken by partner bodies and officers supporting the IJB on EU Exit preparations related to health and social care functions.

During discussions concerns were raised with regard to supply of vaccine/medicines when the UK left the EU in January. The Chief Officer advised that he would seek assurances from those responsible at a national level that this would not be a problem.

#### Decision

To note the terms of the report.

### 10. WORKPLAN

A workplan and reporting cycle had been circulated for information.

#### Decision

1. To note the workplan;
2. To agree that officers consider how the workplan could show work completed as well as work to be done in future.