

MINUTE of MEETING of the WEST LOTHIAN INTEGRATION JOINT BOARD AUDIT, RISK AND GOVERNANCE COMMITTEE held within COUNCIL CHAMBERS, WEST LOTHIAN CIVIC CENTRE, LIVINGSTON, EH54 6FF, on 7 JUNE 2023.

Present – Councillors Andrew McGuire (Chair) and Tom Conn; and George Gordon (NHS Lothian Non-Executive Director)

In Attendance: Jo Macpherson (Head of Social Policy), Kenneth Ribbons (IJB Internal Auditor); James Millar (IJB Standards Officer), Hamish Hamilton (IJB Chief Finance Officer); Sharon Houston (Interim Head of Strategic Planning and Performance); Kerry Taylor (Project Officer); and Brian Battison (Audit Scotland)

Apologies – Martin Connor (NHS Lothian Non-Executive Director)

1. DECLARATIONS OF INTEREST

No declarations of interest were made.

2. MINUTE

The committee approved the Minute of its meeting held on 8 March 2023.

3. INTERNAL AUDIT ANNUAL REPORT - REPORT IJB INTERNAL AUDITOR

The committee considered a report (copies of which had been circulated) by the IJB Internal Auditor which provided a copy of the internal audit annual report and the Auditors conclusion on the IJB's framework of governance, risk management and control.

It was recommended that the Audit, Risk and Governance Committee considers the internal audit annual report for 2022/23.

Decision

To note the content of the report and of the internal audit annual report for 2022/23

4. BEST VALUE - ANNUAL COMPLIANCE

The committee considered a report (copies of which had been circulated) by the Chief Finance Officer which set out the Best Value Annual Statement of Compliance for 2022/23

It was recommended that committee: -

1. Notes that the IJB has a statutory duty to make arrangements to secure Best Value as prescribed in Part 1 of the Local Government

in Scotland Act 2003.

2. Agrees that the IJB has demonstrated substantial compliance with its Best Value duties based on the Framework agreed for reporting on Best Value

Decision

To approve the recommendations of the report

5. LOCAL CODE OF CORPORATE GOVERNANCE 2022/23

The committee considered a report (copies of which had been circulated) by the Standards Officer asking committee to consider the completed Local Code of Corporate Governance for 2022/23.

The committee was asked: -

1. To review the completed Local Code of Corporate Governance for 2022/23 in the appendix and accept its assessment of compliance
2. To note that the Code was a significant factor in preparing the draft annual governance statement for approval by the committee

Decision

1. To approve the recommendations of the report
2. To ask the Standards Officer to review the manner in which data was presented and which could include a summary for example.

6. GOVERNANCE ISSUES - 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 statements for recent years.

The committee was asked: -

1. To note the update on governance issues of concern since committee met in December 2022 and to note that information was a significant factor in preparing the draft annual governance statement for approval.
2. To agree the status allocated to each issue in the appendix

Decision

To approve the recommendations of the report

7. ANNUAL GOVERNANCE STATEMENT 2022/23

The committee considered a report (copies of which had been circulated) by the Standards Officer presenting the draft annual governance statement for consideration and approval

The committee was asked: -

1. To consider the draft annual governance statement in the appendix and its conclusion that the Board and the West Lothian community can be assured that the Board's corporate governance standards have been substantially met in 2022/23
2. To approve the draft annual governance statement in the appendix on behalf of the Board
3. To note that the statement will form part of the Board's unaudited accounts to be considered by the Board, published and submitted to the external auditors before the end of June 2023
4. To authorise the Standards Officer to make any minor changes to the statement deemed reasonable and necessary before finalisation of the accounts for Board approval

Decision

To approve the recommendations of the report

8. RISK MANAGEMENT ANNUAL REPORT

The committee considered a report (copies of which had been circulated) by the IJB Risk Manager advising of the risk management annual report.

In presenting the report the Risk Manager advised committee that Section 5 of the Annual Report should reflect that Risk Management training had been delivered to the IJB as part of the development session day held on 13 December 2022.

It was recommended that the Audit, Risk and Governance Committee considers the risk management annual report for 2022/23.

Decision

To note the content of the report and of the Risk Management Annual Report 2022/23.

9. IJB HIGH RISKS

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

It was recommended that the Committee:

1. Considers the high risks identified, the control measures in place, and the risk actions in progress to mitigate their impact;
2. Makes recommendations it thinks appropriate to the Chief Officer in relation to those risks, controls and actions;
3. Makes recommendations it thinks appropriate to the Integration Joint Board in relation to the risk register and the degree of assurance it provides.

Decision

To note the content of the report.

10. ACCOUNTS COMMISSION INTEGRATION JOINT BOARDS FINANCIAL ANALYSIS 2021/22

The committee considered a report (copies of which had been circulated) by the Chief Finance Officer providing an update on the Accounts Commission report on Integration Joint Boards Financial Analysis 2021/22.

It was recommended that the Committee notes and considers the key messages highlighted in the report.

Decision

To note the content of the report

11. SELF-ASSESSMENT SURVEY - RESULTS

The committee considered a report (copies of which had been circulated) by the IJB Project Officer of the outcome of the recirculation of the members self-assessment questionnaire.

It was recommended that the Committee note the contents of the report and discuss future options of the self-assessment questionnaire.

Decision

1. To note the content of the report and of the survey results; and
2. To agree to re-run the self-assessment exercise towards the end of 2023 to take into consideration recent appointments to the committee.

12. WORKPLAN

A workplan had been circulated for information.

Decision

To note the content of the workplan.