

Midlothian Integration Joint Board

Midlothian Integration Joint Board – Audit and Risk Committee
Thursday, 7 March 2024
Item 4.1



Meeting	Date	Time	Venue
Audit and Risk Committee	Thursday 7 December 2023	2.00pm	Virtual Meeting held using MS Teams

Present (voting members):

Val de Souza (Chair)	Cllr Connor McManus	Cllr Kelly Parry
Nadin Akta	Andrew Fleming	

Present (non-voting members):

Morag Barrow	Gill Main	Claire Gardiner
Duncan Stainbank	Rebecca Green	Claire Ross
David King		

In attendance:

Roxanne King	Lisa Cumming	Lucy Roddie
Hannah Forbes		

Apologies:

Patricia Fraser	Kay Jenks	
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1. Welcome and Introductions

The Chair welcomed everyone to the meeting.

2. Order of Business

The Order of Business was as detailed in the agenda.

3. Declarations of interest

No declarations of interest were received.

4. Minutes of Meeting

- 4.1 The Minute of Meeting of the Audit and Risk Committee held on 23 November 2023 was submitted. Gill Main, Integration Manager, reported that she had been listed as in attendance at the meeting, but had not been present. Democratic Services agreed to amend the minute.

The Minute was approved as a correct record, subject to the correction noted above.

- 4.2 Matters Arising: None.

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5. Public Reports

5.1 Q3 2023/24 Risk Register, report by Chief Financial Officer – David King

David King, Chief Financial Officer, presented the report. David King highlighted that the risk around financial resources had been increased to the highest level, 'critical'. David King reported that the risk register is currently held as a document file but it was suggested that it should be integrated into one of the risk management systems used by the partners.

The Committee is asked to:

1. Note the Q3 risk register;
2. Consider the amendments made from the Q1 risk register;
3. Consider if any further additions or changes should be made to the risk register;
4. Require the management of the IJB to put the risk register into a more formal management system.

The Chair, Val de Souza, thanked David King for the report and opened it up to questions.

Andrew Fleming commented that population growth in Midlothian would have a significant impact over the coming years and asked if this risk had been accounted for. Morag Barrow, Chief Officer to Midlothian IJB, voiced her support to register population growth as a separate risk and noted the unique challenges facing Midlothian in relation to demographics. It was agreed that it was important that the IJB were seen to be aware of, and mitigating, this risk. Gill Main gave assurances to the Committee that the HSCP was fully engaged with the Midlothian Local Development Plan 2 (MLDP2) and had provided input to the review of the draft evidence statement.

Councillor Parry noted that a report had been presented to the meeting of Midlothian Council on 10 October 2023 regarding the impact of population growth in Midlothian. Councillor Parry had written to the UK government, Scottish Government and COSLA in relation to this, and offered to share these communications with the IJB. It was agreed that Councillor Parry would share the relevant information with Morag Barrow for review. The IJB would then consider any necessary action at a future meeting.

Some discussion took place around the risk related to recruitment. It was noted that plans had recently been proposed to reduce net migration, and this may have an impact on the workforce. Gill Main reported that while health and social care workers would be exempt from the proposed restrictions, limitations may be imposed by employer partners. Gill Main reported that she was working with NHS and Council partners and would provide updates as relevant. The Chair commented on the importance of monitoring the implementation of the changes and assessing any associated risk. It was agreed to retain a risk rating of 4 for the time being.

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The Committee:

1. Noted the Q3 risk register
2. Considered the amendments made from the Q1 risk register
3. Considered that no further additions or changes were required to risk register
4. Agreed to instruct the management of the IJB to put the risk register into a more formal management system.

The Chair thanked members for their feedback.

Action:

Councillor Parry to share relevant communications regarding population growth with Morag Barrow for review. IJB to consider any necessary action at a future meeting.

David King to instruct the management of the IJB to put the risk register into a more formal management system.

5.2 Midlothian IJB Publication Scheme 2023, report by Integration Manager - Gill Main

Gill Main, Integration Manager, introduced the report. Gill Main reported that the IJB is required to provide the public with a Publication Scheme under The Freedom of Information (Scotland) Act 2002. This update brings the publication scheme in line with the Scottish Information Commissioner Model Publication Scheme (2021). Lisa Cumming, Business Support Manager, had worked with the Information Commissioner's Office (ICO) to ensure the information is accessible and the scheme is adopted appropriately. Gill Main highlighted the Equality and Children's Rights Impact Assessment in Appendices 2 and 3 of the report.

The Committee is asked to:

1. Review the updated information within the Scheme of Publication
2. Review the accompanying Equality and Children's Right Impact Assessment
3. Consider updates and agree to recommendation to the IJB for approval.

The Chair thanked Gill Main and Lisa Cumming for the report and opened it up to questions.

Some discussion took place around the Scheme's reference to translation. Gill Main confirmed that there is no legislative requirement to provide translations, noting that it would be impractical to produce copies of documents in every language. Translations would be provided on a request basis. It was noted that the impact assessment refers to the legislative requirements to promote BSL as a language, and a BSL version would be produced if a request was received.

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The Committee:

1. Reviewed the updated information within the Scheme of Publication
2. Reviewed the accompanying Equality and Children's Right Impact Assessment
3. Agreed to recommend the Midlothian IJB Publication Scheme 2023 to the IJB for approval.

The Chair thanked Gill Main and Lisa Cumming for their work on the revised Scheme of Publication.

Action:

Gill Main to recommend the Midlothian IJB Publication Scheme 2023 to the IJB for approval.

5.3 Internal Audit Report, report by Chief Internal Auditor – Duncan Stainbank

Duncan Stainbank, Chief Internal Auditor, introduced the report. The report details the MIJB's reported performance in addressing and closing the issues and recommendations raised by Internal Audit. Duncan Stainbank noted that good progress had been made by Management during the year with the completion of 7 recommendations as summarised in Appendix 1. There are currently 2 remaining in-progress Internal Audit Recommendations for the MIJB which are summarised in Appendix 2.

The Committee is asked to:

1. Acknowledge the progress made by Management in implementing Internal Audit recommendations to improve internal controls and governance, and mitigate risks;
2. Consider whether it is satisfied with the progress made by Management and any other actions required; and
3. Note that Internal Audit will continue to monitor the completion of the outstanding recommendations and will provide update reports to the MIJB Audit and Risk Committee.

The Chair thanked Duncan Stainbank for the report and opened it up to questions.

Andrew Fleming noted that action reference IA.MIJB-MTFP.01 in relation to the development of the Medium-Term Financial Plan for the IJB was due to be completed by 31 December 2023 and asked if this was achievable. In response, David King reported that a paper regarding the development of a Medium-Term Financial Plan would be presented to the meeting of IJB on 21 December 2023. David King would provide an update to the IJB on the process and associated timetable at this meeting and suggested this would satisfy the 31 December deadline.

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The Committee:

1. Acknowledged the progress made by Management in implementing Internal Audit recommendations to improve internal controls and governance, and mitigate risks;
2. Considered that it was satisfied with the progress made by Management and no other actions were required; and
3. Noted that Internal Audit will continue to monitor the completion of the outstanding recommendations and will provide update reports to the MIJB Audit and Risk Committee.

The Chair thanked Duncan Stainbank for the report.

5.4 NHS Lothian Internal Audit Report Complaints Handling, report by Chief Internal Auditor - Duncan Stainbank (to follow)

It was noted that the reports which had been marked as 'to follow' had not been circulated in advance of the meeting.

It was agreed that Duncan Stainbank would submit the reports to Democratic Services for circulation directly after the meeting. The Committee would consider the reports and a fuller discussion would be tabled at the next meeting of 7 March 2024. It was agreed that provisional comments could be submitted directly to either Duncan Stainbank or the Chair.

Action:

Committee members are invited to submit provisional comments regarding the Complaints Handling report to either Duncan Stainbank or the Chair.

6. Private Reports

No private business to be discussed at this meeting.

7. Date of next meeting

The next meeting will be held on Thursday 7 March 2024 at 2.00pm.

(Action: All Members to Note)

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The meeting terminated at 2.47pm.