

Minute of Meeting



Midlothian Integration Joint Board Audit and Risk Committee

Date	Time	Venue
Thursday 5 th October 2017	10.00am	Committee Room, Midlothian House, Buccleuch Street, Dalkeith EH22 1DN.

Present:

Cllr Jim Muirhead (Chair)	John Oates
Cllr Pauline Winchester	Jane Cuthbert (Independent Member)

Present (non-voting):

Eibhlin McHugh (Chief Officer)	David King (Chief Finance Officer)
Elaine Greaves (Chief Internal Auditor)	

In attendance:

Chris Lawson (Risk Manager)	Mike Broadway (Clerk)

Apologies:

Alex Joyce	Keith Macpherson (EY, External Auditors)

Midlothian Integration Joint Board

Audit and Risk Committee

Thursday 5th October 2017

1. Welcome and introductions

The Chair, Jim Muirhead, welcomed everyone to this Meeting of the Midlothian Integration Joint Board Audit and Risk Committee, in particular Chief Officer, Eibhlin McHugh, for whom this would be her final Audit and Risk Committee meeting. The Committee joined the Chair in thanking Eibhlin for all her hard work in supporting the integration of health and care in Midlothian and more particularly for her work in supporting the Midlothian Integration Joint Board and the Audit and Risk Committee, and wished her well in her retirement.

2. Order of Business

The order of business was confirmed as outlined in the agenda that had been previously circulated.

3. Declarations of interests

No declarations of interest were intimated.

4. Minutes of Meeting

The Minutes of Meeting of the Midlothian Integration Joint Board Audit and Risk Committee held on 7th September 2017 were submitted and approved.

5. Reports

Report No.	Report Title	Presented by:
5.2	IJB Internal Audit Reports	David King/ Elaine Greaves

Executive Summary of Report

The report explained that although the IJB has its own Chief Internal Auditor, it relied upon the Internal Audit resources of both partners to deliver its internal audit plan. NHS Lothian Internal Audit and Midlothian Council Internal Audit had recently undertaken audits on behalf of the IJB on its directions and its performance management.

The purpose of this report therefore was to provide Members of the Audit and Risk Committee with an update on the outcome of these audit reports; copies of which were appended to the main report. In all three reports the findings were generally positive and the reports themselves were relatively brief. Members were invited to consider the recommendations and the management responses to these recommendations and assure themselves that these responses would address the issues that had been raised.

Midlothian Integration Joint Board

Audit and Risk Committee

Thursday 5th October 2017

Summary of discussion

The Committee, having heard from both the Chief Finance Officer and the Chief Internal Auditor, who responded to Members' questions, considered the recommendations arising from the three Internal Audit reports. In particular, the management responses were discussed with it being noted that work was ongoing to address many of the points raised.

Decision

After discussion, the Audit and Risk Committee

- **noted the internal audit reports and the recommendations contained in the respective management action plans; and**
- **agreed that the management responses to the recommendations address the issues raised in the audit reports, albeit that some of the actions were still ongoing.**

Action

Chief Finance Officer

Report No.	Report Title	Presented by:
5.2	Other Internal Audit Reports of interest.	David King

Executive Summary of Report

The report explained that both of the MIJB's partners – NHS Lothian and Midlothian Council – had their own Audit and Risk Committees which provided scrutiny and governance to their respective organisations. Some of the matters discussed by these Committees related to functions that had been delegated to the MIJB and the purpose of this report was to summarise for the Committee those reports of interest to the MIJB, viz:

- A report to NHS Lothian – Budget setting and financial management; and
- A report to Midlothian Council – Update on the Implementation of Self Directed Support.

The report also considered a report from Audit Scotland relating to functions delegated to the IJB:

- A report from Audit Scotland on Self Directed Support.

Copies of the three respective Audit reports were appended to the main report.

Midlothian Integration Joint Board

Audit and Risk Committee

Thursday 5th October 2017

Summary of discussion

The Chief Finance Officer in presenting the report to the Committee highlighted some of the key issues arising from the audit reports. He and the Chief Officer then responded to Members' questions/comments.

Decision

After further discussion the Audit and Risk Committee agreed to

- **Note the contents of this report**
- **Note that further reports arising from issues raised in the various audit reports referred to in this report would be brought forward to either the MIJB or the Audit and Risk Committee in due course.**

Action

Chief Finance Officer

Report No.	Report Title	Presented by:
5.3	Risk Register	David King/Chris Lawson

Executive Summary of Report

The purpose of this report was to provide the Audit & Risk Committee with an update on the MIJB Risk Register and the actions being taken to identify and manage risk in order to ensure the successful delivery of the MIJB's key objectives, as detailed in the Strategic Plan. The report also provided the Committee with an overview of the MIJB's operating context taking account of current issues, future risks and opportunities.

Summary of discussion

The Committee, having heard from both the Chief Finance Officer and the Risk Manager, discussed the risk register. In response to Members' comments, it was agreed to circulate a copy of the NHS Lothian Risk Register to Members and to seek a further report on the inter-relationship between the MIJB, NHS Lothian and Midlothian Council risk registers. It was also felt that it would be useful going forward if a key could be added to explain what the evaluation symbols used in the Risk Register meant.

Decision

The Audit and Risk Committee, after further discussion, noted:-

- **the current Risk Register;**

Midlothian Integration Joint Board

Audit and Risk Committee

Thursday 5th October 2017

- that a further report on the inter-relationship between the MIJB, NHS Lothian and Midlothian Council Risk Registers would be brought forward to the next meeting; and
- that a key would be added to the Risk Register to explain what the evaluation symbols meant.

Action

Chief Finance Officer/Risk Manager

Report No.	Report Title	Presented by:
5.4	Audit and Risk Information Sharing Principles	David King

Executive Summary of Report

The purpose of this report was to provide the Committee with details of a set of principles proposed by NHS Lothian to underpin the working arrangements between the four IJB Audit and Risk Committees in Lothian and NHS Lothian's Audit and Risk Committee.

The report explained that NHS Lothian, in conjunction with Midlothian, East Lothian, West Lothian and the City of Edinburgh Councils had set up Integration Joint Boards in each of the four Council areas. Each IJB had in turn set up its own Audit and Risk Committee as had each Council and NHS Lothian itself. NHS Lothian had proposed that a set of principles be agreed by all five Audit and Risk Committees that essentially boiled down to a general principle of sharing all the Audit and Risk Committee papers and therefore ensuring that each Audit and Risk Committee had a full picture in front of it of any governance issues of which it should be aware.

Summary of discussion

The Chief Finance Officer explained that the set of principles aimed to ensure a clear working relationship between the various Audit and Risk Committees through an agreement to share relevant reports and papers in all the Lothian A&Rs and also to ensure that the chairs had the opportunity to share any information they thought fit to share.

Decision

The Audit and Risk Committee agreed to approve the sharing principles; details of which were appended to the main report.

Action

Chief Finance Officer/Chief Internal Auditor

Midlothian Integration Joint Board

Audit and Risk Committee

Thursday 5th October 2017

Report No.	Report Title	Presented by:
5.5	Integration Joint Board Audit & Risk Chairs meeting - Update	David King/Jane Cuthbert

Executive Summary of Report

The Committee received an update from David King and Jane Cuthbert on the Integration Joint Board Audit & Risk Chairs' meeting held on 2 October 2017. The key focus of the meeting had been the set of principles to underpin the working arrangements between the Audit and Risk Committees which had been considered as part of the previous item. It had also looked at the issue of resources and 'who did what for whom', which was to be discussed in more depth at a forthcoming workshop.

Decision

The Audit and Risk Committee:-

- noted the update
- looked forward to receiving an invitation to the proposed workshop; and
- thanked both Jane and David for attending the meeting on behalf of the MIJB Audit and Risk Committee.

Action

Chief Finance Officer

6. Private Reports

No private reports were submitted to this meeting.

7. Any other business

No additional business had been notified to the Chair in advance

8. Date of next meeting

The next meeting of the Midlothian Integration Joint Board Audit and Risk Committee would be held on Thursday 14th December 2017 at 2.00pm

The meeting terminated at 11.08 am.