

# Midlothian Integration Joint Board



Meeting	Date	Time	Venue
Audit and Risk Committee	Thursday 3 December 2020	2.00pm	Virtual Meeting held using MS Teams.

**Present (voting members):**

Cllr Jim Muirhead (Chair)	Carolyn Hirst	Mike Ash
Pam Russell (Independent Member)		

**Present (non-voting members):**

Morag Barrow (Chief Officer)	Claire Flanagan (Chief Finance Officer)	Jill Stacey (Chief Internal Auditor)

**In attendance:**

Chris Lawson (Risk Manager)	Elaine Greaves (Principal Internal Auditor)	Mike Broadway (Clerk)

**Apologies:**

Councillor Derek Milligan	Grace Scanlin (EY, External Auditor)	

## Audit and Risk Committee

Thursday 3 December 2020

### 1. Welcome and introductions

The Chair, Councillor Jim Muirhead welcomed everyone to this virtual meeting of the Audit and Risk Committee.

### 2. Order of Business

The order of business was as set out in the Agenda.

### 3. Declarations of interest

No declarations of interest were received.

### 4. Note of Meeting

4.1 The Minutes of Meeting of the Midlothian Integration Joint Board Audit and Risk Committee held on 3<sup>rd</sup> September 2020 was submitted and approved as a correct record.

With regards Item 5.3 (Risk Register) in the minutes, Pam Russell (Independent Member) advised that following the meeting she had passed on some comments which she hoped had been of some assistance.

### 5. Public Reports

Report Title/Summary	Decision	Action Owner	Date to be Completed/Comments
<b>5.1 Risk Register – Report by Risk Manager</b> The purpose of this report was to provide an update on the Strategic Risk Profile covering quarter 2 2020/21, 1 July 2020 – 30 September 2020 and the current issues, future risks and opportunities for the MIJB. The report also provided the Committee with an overview of the most significant issues and risks on the MIJB strategic risk profile during the quarter.	(a) Noted the current Risk Register; (b) Noted the updates provided on the risk control measures and the progress being made to address all risks; and (c) Confirmed that, otherwise, the risks contained in the Risk Register reflected the current risks/opportunities facing the MIJB.	Risk Manager	

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<p>Having heard from Risk Manager, Chris Lawson, the Committee in discussing issues arising from the current strategic risk profile, considered some of the impacts being experienced as a result of the coronavirus pandemic; how these were being addressed and how they were reflected in the strategic risk profile.</p>			
<p><b>5.2 MIJB Internal Audit Recommendations Progress Report – Report by Chief Internal Auditor</b></p> <p>With reference to paragraph 5.3 of the Minutes of 3 September 2020, there was submitted a report the purpose of which was to provide information of the number of recommendations raised by Internal Audit for the MIJB that were in progress; note the MIJB's reported performance in addressing the associated internal control and governance issues by the agreed implementation; and highlight the main governance and financial risks where recommendations were found to be outstanding.</p> <p>The report confirmed that of the 8 In-Progress Internal Audit Recommendations currently remaining, good progress was being made with implementation of 5, completion of which was expected in full by March 2021. With regards the remaining 3 progress on some of the sub-actions was being completed and plans were in place to implement the remainder, although these could be impacted by Covid-19 related activities.</p>	<p>(a) Acknowledged the progress made by Management in implementing Internal Audit recommendations to improve internal controls and governance, and mitigate risks;</p> <p>(b) Agreed that the progress made by Management was satisfactory and that no other actions were required; and</p> <p>(c) Noted that Internal Audit would continue to monitor the completion of the outstanding recommendations and would provide further update reports to the Committee as required.</p>	Chief Internal Auditor	

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<p>After hearing from both the Chief Internal Auditor, Jill Stacey and Chief Officer, Morag Barrow, the Committee acknowledged the potential need for the further revision of target dates given the complexities involved in addressing the issues concerned, and the challenges posed by the ongoing coronavirus/Covid-19 pandemic.</p>			
<p><b>5.3 Progress Update on Delivery of Midlothian IJB Internal Audit Annual Plan 2020/21 – Report by Chief Internal Auditor</b></p> <p>With reference to paragraph 5.3 of the Minutes of 5 March 2020, there was submitted a report the purpose of which was to inform the Committee of the progress Internal Audit had made, in the first 6 months of the year to 30 September 2020, towards completing the Internal Audit Annual Plan 2020/21 for the Midlothian Integration Joint Board (MIJB).</p> <p>The Committee, having heard from Chief Internal Auditor, Jill Stacey, who responded to Members questions and comments, welcomed the inclusion of information regarding Internal Audit reports by partners' Internal Auditors that are relevant to MIJB; and discussed potential possible options for the scope of the audit to be provided by NHS Lothian Internal Audit team (Grant Thornton), which was yet to be determined.</p>	<p>(a) Noted the progress Internal Audit had made by the mid-year point with activity in the approved Midlothian Health and Social Care Integration Joint Board Internal Audit Annual Plan 2020/21 (Appendix 1);</p> <p>(b) Approved exploring the possibility of a pan-Lothian audit of set aside utilising the as yet unallocated audit time to be provided by the NHSL Internal Audit team; and</p> <p>(c) Noted the list of Internal Audit reports by partners' Internal Auditors presented to their respective Audit Committees that were relevant to MIJB for assurance purposes (Appendix 2), and the assurances contained therein.</p>	Chief Internal Auditor	

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<p><b>5.4 Midlothian Acute Services Plan Update – Chief Officer to report</b></p> <p>With reference to paragraph 5.4 of the Minutes of 5 March 2020, Chief Officer, Morag Barrow, provided the Committee with an update on the Acute Services Plan, explaining that although the focus of the Plan remained unchanged, the opportunity was being taken to review it in light of experiences learned from the current Covid-19 pandemic, particularly in relation to the impact that local community based services were having on the demands on acute hospitals. Progress was also being made in finalising the accompanying performance framework.</p> <p>The Committee, having heard from Morag, who also responded to questions and comments, welcomed the update and were encouraged by the range and depth of work that was going on in the community.</p>	<p>Noted the update on the Midlothian Acute Services Plan.</p>		
<p><b>5.5 NHS Lothian Recovery Update – Report by Chief Officer</b></p> <p>With reference to paragraph 5.5 of the Minutes of 5 March 2020, there was submitted a report the purpose of which was to provide the Committee with the latest report from NHS Lothian on the progress being made on the delivery of the NHS Lothian Recovery Plan, following the decision by Scottish Government to place NHS Lothian on Level 3 of Performance Escalation matrix.</p>	<p>(a) Noted that the role and nature of the programme had changed in the light of the Covid-19 pandemic; and</p> <p>(b) Agreed to receive further updates in relation to specific performance recovery issues.</p>	<p>Chief Officer</p>	

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The Committee, having heard from Chief Officer, Morag Barrow, who responded to Members questions and comments, welcomed the reprioritisation of the role and nature of the programme to focus on learning from the current Covid-19 pandemic, embedding this learning into revised clinical models to support longer term recovery actions as well as supporting the Scottish Governments Remobilisation Plans.			

### 6. Private Reports

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No private business to be discussed at this meeting.

### 7. Any other business

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No additional business had been notified to the Chair in advance.

### 8. Date of next meeting

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The next meeting of the Midlothian Integration Joint Board Audit and Risk Committee would be held on Thursday 4 March 2021 at 2.00 pm.

**(Action: All Members to Note)**

The meeting terminated at 3.00 pm.