

MINUTES – PUBLIC

Meeting	Integration Joint Board Audit Committee
Date, Time and Place	Wednesday, 13 March 2019 at 1.30pm Bressay Room, NHS Shetland HQ, Burgh Road, Lerwick
Present [Members]	<p><u>Voting Members</u> Emma Macdonald Shona Manson Robbie McGregor Natasha Cornick</p> <p><u>Non-Voting Members</u> Simon Bokor-Ingram, IJB Chief Officer Karl Williamson, IJB Chief Financial Officer</p>
In attendance [Observers/Advisers]	Christine Ferguson, Director of Corporate Services, SIC Sheila Duncan, Management Accountant, SIC Kristen Johnston, Solicitor Bob Kerr, Communications Officer Leisel Malcolmson, Committee Officer, SIC <i>[note taker]</i>
Apologies	Natasha Cornick (for lateness)
Also in attendance	Karlyn Watt, Deloitte LLP (by telephone)
Chairperson	Emma Macdonald, Chair of the IJB Audit Committee, presided.

Declarations of Interest	None
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Minutes of previous meetings	The minutes of the meetings held on 20 June 2018, 5 September 2018 and 21 September 2018 were confirmed.
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1/19	Annual Audit Plan 2018/19
F-017-19-F	<p>The IJB Audit Committee considered a report by the Chief Financial Officer, which provided information on the work that external auditors will undertake to review and assess the governance and performance of the Shetland Islands Integration Joint Board (IJB) in 2018/19.</p> <p>The Chief Financial Officer introduced the item and advised that Karlyn Watt of Deloitte LLP was present by telephone link. Ms Watt proceeded to introduce the main terms of the report and more specifically on the two significant risks and the wider scope work based on the Code of Audit Practice. She advised that Mr Healy of Deloitte had started work in February and would report in June on the conclusions of the wider scope review.</p>

	<p>During questions, the Chief Officer referred to the need to test the amount of scrutiny on the IJB around Brexit. Deloitte had noted a number of key suppliers that have the same issues in terms of how they seek assurance. The Chief Officer advised that Brexit is on the IJB risk register and assurance could be sought through him in terms of the Council and Health Board. Ms Watt advised on the similar position as seen elsewhere and that the NHS and Council were looking at the same areas, and advised that the IJB could seek that assurance from the NHS and Council, and provide that to the IJB.</p>
Decision	<p>The IJB Audit Committee NOTED the contents of the Audit Plan 2018/19 for Shetland Islands Integration Joint Board (Appendix 1) from its external auditors, Deloitte LLP.</p>

2/19	Audit Scotland report - "Health and Social Care Integration - Update on progress"
CC-10-19-F	<p>The IJB Audit Committee considered a report by the Director of Community Health & Social Care that provided information on the Audit Scotland report - "Health and Social Care integration - Update on Progress" and which sought agreement on a local response.</p> <p>The Chief Officer introduced the report, referring to the key issues at paragraph 4.1 which highlighted points from the Audit Scotland Report. He commented on each of the areas noted and advised that the IJB Audit Committee's needed to ensure that this continues to be monitored and work continues on each area.</p> <p>Ms Watt said that it was good that this report had been included on the agenda and Deloitte would feed back to Audit Scotland that this had been reported to this IJB Audit Committee.</p> <p><i>(Ms Cornick attended the meeting)</i></p> <p>During questions, reference was made to training for IJB Audit Committee Members as well as IJB Members and whether there was a specific training development plan or was that required. The Chief Financial Officer said that the terms of reference was under review but there could be an annual check list to inform what is required. It was agreed that this could be considered at the next meeting of the IJB Audit Committee.</p> <p>The Chief Officer agreed that updates on the review of the terms of reference and also on the ministerial review of integration would be provided and consideration would be given to a collective action plan as there are significant cross overs with the Audit Scotland Report. In considering any risk to delivering on the Scottish Government review it was noted that a lot of work had started and an action tracker would be used to</p>

	<p>track progress.</p> <p>Ms Manson moved that the IJB Audit Committee approve the recommendations contained in the report, Mrs Macdonald seconded.</p>
Decision	<p>The IJB Audit Committee:</p> <ul style="list-style-type: none"> • NOTED the Audit Scotland Report “Health and Social Care Integration- Update on progress” (November 2018); • COMMENTED on the key issues that are pertinent to Shetland; and • AGREED the local response and in particular the work detail in appendix 1.

3/19	IJB Audit Business Programme 2019/20
CC-09-19-F	<p>The IJB Audit Committee considered a report by the IJB Chief Officer that informed the Committee of the planned business to be presented over the financial year to 31 March 2020.</p> <p>The IJB Chief Officer introduced the report and advised that Mr Healy of Deloitte had highlighted the need for the IJB Audit Committee to be held on a different day from the IJB meetings to provide time for the IJB Audit committee to report on its scrutiny to the IJB. In that regard, it was suggested that there be three weeks between the IJB Audit Committee and the IJB to ensure sufficient time for reporting through agenda management.</p> <p>In responding to a question on whether the IJB Audit Committee should consider the implications of Brexit later in the year, the Chief Officer said that would be appropriate and it would be important to seek a position statement from the Health Board and Council for that item.</p> <p>Following further discussion it was agreed that the Scottish Government Check List would be presented to the to the next meeting of the IJB, and that a Brexit Update would be considered at the meeting in June 2019.</p> <p>On the motion of Mr McGregor, seconded by Mrs Macdonald, the Committee approved the recommendations contained in the report, as amended.</p>
Decision	<p>The IJB Audit Committee APPROVED its business planned for the financial year to 31 March 2020, as amended.</p>

4/19	Date of Next and Future meetings
	The IJB Audit Committee noted the discussion from the

	previous item and agreed that the meeting dates be rearranged to take place three weeks before the IJB meetings.
Decision	The IJB Audit Committee agreed that the meeting dates be rescheduled.

The meeting concluded at 2pm.

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CHAIR