



Stephen Brown (Chief Officer)
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IJB Performance and Audit Committee

Wednesday, 13 March 2024, 09:45.

Microsoft Teams.

Minute

Present

- Joanna Kenny, Non-Executive Director, NHS Orkney.
- Jim Love, Carer Representative.
- Councillor Jean E Stevenson, Orkney Islands Council.
- Councillor Ivan A Taylor, Orkney Islands Council.

Clerk

- Sandra Craigie, Committees Officer, Orkney Islands Council.

In Attendance

Orkney Health and Social Care Partnership:

- Stephen Brown, Chief Officer, Integration Joint Board.
- Lynda Bradford, Head of Health and Community Care.
- Maureen Swannie, Interim Head of Children, Families and Justice Services / Head of Strategic Planning and Performance.
- Morven Gemmill, Associate Director – Allied Health Professions.
- Shaun Hourston-Wells, Acting Strategic Planning Lead.

Orkney Islands Council:

- Gareth Waterson, Corporate Director for Enterprise and Sustainable Regeneration.
- Andrew Paterson, Chief Internal Auditor.
- Georgette Herd, Solicitor.

Not Present:

- Ryan McLaughlin, Staff-side Representative, NHS Orkney.
- Samantha Thomas, Director of Nursing, Midwifery, AHPs and Chief Officer Acute, NHS Orkney.

Chair

- Joanna Kenny, Non-Executive Director, NHS Orkney.

1. Apologies

Apologies for absence had been intimated on behalf of Meghan McEwen, Non-Executive Director, NHS Orkney.

2. Appointment of Chair

The Performance and Audit Committee noted:

- That, in accordance with the Terms of Reference, the Chair of the Performance and Audit Committee was a voting member of the Integration Joint Board drawn from the partner agency not currently holding the Chair of the IJB. Further.
- That, as the Council currently chaired the Integration Joint Board, the Chair of the Performance and Audit Committee must be one of NHS Orkney's voting members.
- That, on 21 February 2024, the Integration Joint Board confirmed the appointment of Joanna Kenny as Chair of the Performance and Audit Committee for the period to May 2025.

3. Declarations of Interest

There were no declarations of interest intimated in respect of items of business to be discussed at this meeting.

4. Minute of Previous Meeting

There had been previously circulated the draft Minute of the Meeting of the Performance and Audit Committee held on 6 December 2023 for consideration, checking for accuracy and approval.

The Minute was **approved** as a true record, on the motion of Councillor Ivan A Taylor, seconded by Councillor Jean E Stevenson.

5. Matters Arising

There had been previously circulated the Matters Arising Log from the meeting held on 6 December 2023, for consideration and to enable the Committee to seek assurance on progress, actions due and to consider corrective action, where required.

Stephen Brown updated members regarding the Adoption Allowances and Kinship Payments, and confirmed that the report had slipped from the February meeting and would now be presented to the Council's Policy and Resources Committee to be held on 16 April 2024.

He went on to confirm that a report regarding governance arrangements for all inspection reports would be presented to the meeting of this Committee to be held on 26 June 2024.

6. Internal Audit Strategy and Plan

There had previously been circulated a report presenting the Internal Audit Strategy and Plan, for approval.

Andrew Paterson, Chief Internal Auditor, advised that the Integrated Resources Advisory Group Finance Guidance recommended that Integration Joint Boards should establish adequate and proportional internal audit arrangements and that the Chief Internal Auditor should develop a risk-based internal audit plan. This requirement was also in compliance with the Public Sector Internal Audit Standards. The Standards also required that the audit plan must incorporate or be linked to a strategic or high-level statement of how the Internal Audit Service would be developed and delivered in accordance with the Internal Audit Charter and how it linked to the organisational objectives and priorities.

He further advised that last year a more strategic approach had been taken and a three-year plan was produced which had been reviewed this year and adjusted in response to changes to the risk profile.

The audit plan had been prepared following a comprehensive risk-based planning process which included:

- Reviewing the IJB risk register.
- Reviewing strategic and operational plans.
- Reviewing external audit reports to identify areas of concern.
- Audit work previously undertaken, and the conclusions reached as to whether the systems examined were sound, or that there were weaknesses in the internal controls.
- Any known relevant changes in legislation.
- Consultation with the Chief Officer to identify areas of concern which would merit audit attention.

He referred members to page 3 of the Internal Audit Plan, highlighting the following areas for audit during 2024/25:

- Strategic Commissioning Plan.
- Financial Planning Monitoring and Reporting.

Following a query from Joanna Kenny, regarding whether NHS Orkney and the IJB Internal Audits could be on the same timeframe, the Chief Internal Auditor confirmed that discussions were still ongoing with NHS Orkney Board members and NHS Orkney's Internal Auditors to try to bring together the two audit plans for future audits.

Joanna Kenny confirmed that she would discuss the matter with Jason Taylor, Chair of NHS Orkney's Audit and Risk Committee, to ascertain whether it would be possible to get something more streamlined for next year.

Stephen Brown added that there had been a number of discussions between the two partners already, for example, to ensure that the internal audit for NHS and Internal Audit for IJB complemented one another. Discussions were also ongoing to ascertain whether it would be possible to bring together audit days that were available to focus on things that both Auditors could work together on. He gave the Committee assurance that there had been instances where this had happened.

The Performance and Audit Committee thereafter noted:

6.1. That a comprehensive audit planning process had been undertaken by the Chief Internal Auditor.

The Performance and Audit Committee **resolved**:

6.2. That the Internal Audit Strategy and Plan, attached as Appendix 1 to the report by the Chief Internal Auditor, be approved.

7. Orkney Islands Council Internal Audit of Direct Payments

There had been previously circulated a report presenting Orkney Islands Council's Internal Audit of Direct Payments, for noting.

Andrew Paterson advised members:

- That this audit had been completed for Orkney Islands Council and presented to the Monitoring and Audit Committee on 8 February 2024.
- That an internal audit reporting protocol was in place to enable the sharing of internal audit findings between the IJB, NHS Orkney and Orkney Islands Council where the findings had relevance beyond the organisation that commissioned the audit.
- That the Social Care (Self-directed Support) (Scotland) Act 2013 provided people with a range of options in respect of the delivery of their social care, empowering them to decide how much ongoing control and responsibility they wanted over their support arrangements.
- That the local authority had freedom to decide how to provide Self Directed Support and set their own locally agreed criteria.
- That the amount of money allocated for support should be sufficient to meet the needs and agreed outcomes resulting from the assessment.
- That the objective of the audit was to review procedures and processes in place around the making of direct payments as part of the self-directed support scheme.
- That the audit provided limited assurance around the procedures and controls relating to direct payments.
- That there were some areas of good practice identified which were contained in within the executive summary on page 1 of Appendix 1.
- That the internal audit report included six medium priority recommendations regarding the information recorded on the PARIS System, annual reviews, agreement letters and functionality of the PARIS system. There were two low priority recommendations regarding website information and the primacy of outcomes.

Joanna Kenny reminded members that Appendix 2 of the report contained exempt information, and should members wish to discuss it in any detail they would be required to move into a private session.

Following a query from Joanna Kenny regarding the PARIS system, Stephen Brown confirmed that the PARIS system had been updated last year. As a result of the upgrade there were still a number of areas of outstanding work to be done. Within those outstanding areas there were a number of priorities some of which dated back to previous inspection recommendations, as well as a number of audit recommendations including this most recent audit recommendations. The PARIS Board had looked at all areas to take a risk-based approach of what work should be prioritised. He assured the Committee that as part of the risk-based assessment, recommendations from inspections or audits would be prioritised.

Councillor Jean E Stevenson commented that it would be good to see the documentation issues in PARIS addressed which would, in turn, make work easier for staff.

Following a query from Joanna Kenny regarding the delay in updating the information packs, Lynda Bradford could not give an exact date when the Self-Directed Support Standards would be published but understood it was to be early to the middle of this year.

Following a query from Councillor Ivan A Taylor, Andrew Paterson confirmed that as part of the audit process any actions that were completed, Internal Audit returned to review the action that had been taken to see that it had had the desired effect, so the recommendations were followed up.

The Performance and Audit Committee thereafter noted:

7.1. That the Council's Internal Audit had undertaken an audit of procedures and controls relating to Direct Payments.

7.2. The findings of the internal audit report, attached as Appendix 1 to the report by the Chief Internal Auditor, reviewing the procedures and controls in place relating to Direct Payments, which were scrutinised by the Council's Monitoring and Audit Committee on 8 February 2024.

8. Strategic Plan Priorities – Progress Report

There had been previously circulated a report on progress made against the Integration Joint Board's six Strategic Priorities, the associated milestones, and actions, for scrutiny.

Maureen Swannie advised members:

- That the progress report detailed performance in relation to actions and milestones that had been agreed in relation to the Strategic Plan 2022-2025.
- That to ensure progress was being made towards the Strategic Priorities, each had delivery milestones and actions applied to them.
- That a report focussing on three of the Strategic Priorities would be presented to the Performance and Audit Committee every quarter.

Shaun Hourston-Wells further advised:

- That a tracker had been developed which specified under each priority the associated milestones from the delivery plan.
- That the milestones had at least one action attached to them.
- That this quarter, the following Strategic Priorities were covered in the report:
 - Community Led Support.
 - Early Intervention and Prevention.
 - Tackling Inequalities and Disadvantage.
- That three of the four actions under Supported Unpaid Carers had been completed and were also shown on the table.

Councillor Jean E Stevenson requested further information on the action to expand the range of technology that contributed to older people living at home, as well as the number of telecare users that had switched from analogue to digital.

Lynda Bradford confirmed that currently there were approximately 145 telecare users out of approximately 800 that had switched from analogue to digital.

Morven Gemmill expanded further that there was telecare, digital and virtual technology and confirmed that the Allied Health Professions were looking at how they could offer virtual light touch advice and guidance for people to support them to live at home. She further confirmed that work was also ongoing on how to harness the resources that were available on the islands to prevent people from having to travel into the Mainland for treatment. She also confirmed that an Occupational Therapist was participating in the National Digital AHP Leaders Programme, which, she hoped, would lead to fantastic projects in the future.

Shaun Hourston-Wells confirmed that the report coming in June would cover all of the actions associated with the specific strategic priority outlined above by Lynda Bradford and Morven Gemmill.

Following a query regarding Adult Speech and Language Therapy from Joanna Kenny, Morven Gemmill also confirmed that a secondee from another health board was being brought in who would hopefully be in place by the end of March. Regarding digital services, she also confirmed they had been able to offer a complete remote service for adults, albeit in a limited form.

Joanna Kenny commented that if there was any way of providing virtual appointments, particularly for people in the ferry-linked isles, that would really help, particularly with the long waiting times.

The Performance and Audit Committee thereafter scrutinised the progress made against the Integration Joint Board's six Strategic Priorities, as detailed in the Strategic Plan Delivery Tracker, attached as Appendix 1 to the report by the Chief Officer, and obtained assurance that the Priorities were being progressed and delivered.

9. Date and Time of Next Meeting

It was agreed that the next meeting be held on Wednesday, 26 June 2024 at 10:30.

10. Conclusion of Meeting

There being no further business, the Chair declared the meeting concluded at 10:18.