



**CÙRAM IS SLÀINTE NAN EILEAN SIAR
WESTERN ISLES INTEGRATION JOINT BOARD**

**INTEGRATION JOINT BOARD
AUDIT COMMITTEE**

Minute of the meeting of the Western Isles Integration Joint Board Audit Committee
held on Thursday 08 September 2021 at 12.00pm, via Microsoft Teams

Members:-

Tim Ingram	Non-Executive Director NHS Western Isles
Gillian McCannon	Chair, NHS Western Isles / Vice Chair of IJB Audit Committee
Angus Morrison	CnES Councillor / Chair of IJB Audit Committee (Meeting Chair)
Paul Steele	CnES Councillor

In Attendance:

Debbie Bozkurt	Chief Finance Officer, IJB
Ray Buist	Auditor, Audit Scotland
Nick Fayers	Chief Officer, IJB
David Jamieson	Senior Audit Manager, Audit Scotland
Paul MacAskill	Chief Internal Auditor, CnES
Michelle McPhail	Business Manager, NHS Western Isles

1. WELCOME

The Chair welcomed those attending to the meeting. The Chair wished to congratulate and acknowledge that Gillian McCannon has been formally appointed as the Chair of NHS Western Isles.

2. APOLOGIES FOR ABSENCE

Angus M Murray	CnES – Union Representative
Robert MacAskill	Internal Auditor, CnES

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES

4.1 IJB Audit Committee Minutes of 15.06.21

The Minute of the Integration Joint Board Audit Committee held on the 15 June 2021 was approved as an accurate record of the discussion.

Decision: The Committee formally approved the Minutes of 15 June 2021.

Action: No action required.

4.2 Matters Arising

No items were raised.

4.3 Action Points

The following points were discussed:

10.06.20 – 5.5 Counter Fraud Services ~ presentation of annual report from each parent body. Further discussion between colleagues advised that assurance as to any issues / matters of significance should be raised within the annual accounts as confirmation of compliance with each parent body's review of their Counter Fraud Services. **REMOVE**

15.06.21 – 5.1 – Internal Audit Annual Report ~ draft workforce plan to be shared with the IJB. Mr. Fayers advised that the plan is still be drawn together from the information provided by each of the parent bodies. He raised his concern at the high risk associated with the required staffing needed for the Goathill development as well as the Barra and Vatersay Community Campus. It was noted that the staffing issues of these services is not a direct issue for the IJB to resolve, however it is the responsibility of the parent bodies. It was noted within the Scottish Government consultation of a National Care Service that the new function of a partnership agency, or existing IJBs, would mean that they become an employing body.

Mrs. McCannon noted the importance to have within the workforce report, information advising as to what skills are currently present within the workforce as well as what skills are required to meet the future needs of the Health and Social Care services. Mr. Fayers advised that the draft report would be available at the next meeting. **UPDATE**

15.06.21 – 5.4 Draft Annual Accounts – approved by IJB Audit Committee and present to the IJB. The IJB were presented with the Draft Accounts and await the presentation of the final Annual Accounts for approval in December. **REMOVE**

Decision: The above will be reflected in the Action Points.

Action: Present the draft workforce plan at the next meeting of the IJB Audit Committee in December. **Nick Fayers**

5. AUDIT AND FINANCIAL GOVERNANCE

5.1 Internal Audit Annual Reports

5.1.1 IJB Progress Report August 2021

5.1.2 Project Management of Capital Investment – progress update

5.1.3 Workforce Planning and Organisational Development – progress update

The Chief Auditor, Paul MacAskill, presented item 5.1.1 to Members noting the concern with the financial challenges affecting the IJB, together with the risks associated with the ongoing revenue costs associated with the Goathill Project as well as available staff to support the environment.

The Chair and members commented on the need to closely monitor the issues and risks associated with the Goathill Project, requiring regular detailed updates and a standing item on future agendas until the project is concluded.

Ms. Bozkurt advised that the position of the project is currently overspent between £1.2m and £1.4m on top of a £2m deficit, which the IJB is carrying due to the flat cash allocation from the Council. It was noted that to support the new development 79 new staff are required to provide safe staffing levels to support the number of clients.

Cllr. Steele and Cllr. Morrison raised concern that they were only being informed now of the high level of staffing required to support the new project, noting that there has been no update on this presented within the Council.

It was agreed that a position report should be presented to the IJB in close session due to the complexity and the need for members to discuss the issue.

Mr. MacAskill drew members' attention to the updated audit reports on Capital Investment and Workforce Planning that is presented. It was noted that there are 3 other audit reports and recommendation.

Members noted the number of red and amber status on the audit reports and recommendations, noting that an update will be presented to the IJB Audit Committee in November with the final response being presented by March 2022.

Within the Capital report, item 5.1.2, Mr. MacAskill advised that of the 4 recommendations made none have been fully implemented and therefore recorded as amber status.

Members reviewed the recommendations, noting that the Audit Committee should be updated regularly on the financial gap on major capital projects – Goathill and Barra and Vatersay Community Campus (BVCC).

The Chair iterated that the Goathill Project should be a standing item on future agendas as well as requesting regular updates on the BVCC.

The Committee confirmed that a progress update on all audit recommendations should be presented in December with the final fully implemented report in March 2022.

Members reviewed the Audit report on Workforce Planning, item 5.1.3. It was noted that 4 of the 8 recommendations had been fully implemented, with the remaining 4 relating to workforce plan, skills gap and governance review groups.

The Chair acknowledged and supported members request to have the Workforce Plan as a standing item on future agendas.

The Chair acknowledge the work of the Auditors as well as the Chief Officer and Chief Finance Officer in addressing the recommendations.

Decision: The Report was formally noted by the Committee.

**Action: Goathill update as a standing item on the IJB Audit Committee.
Update report on all recommendations to the December meeting.
BVCC update reports to the December meeting.
Workforce Plan
updates as a standing item on the agenda.**

The Chair agreed for item 5.3 to be presented next.

5.3 Progress Report – 3 Audit Recommendations

Mr. Fayers acknowledged that work is ongoing to update and implement the recommendations put forward by Internal Audit and advised that the report will be presented in December 2021.

The IJB Chair, Mrs. McCannon indicated that she was aware of a template being used to pull together all the Internal Audit recommendations and that Mr. Fayers was updating this. The Chair asked that this should be circulated to Mr. MacAskill and himself.

Decision: The verbal update was formally noted.

**Action: Update to be presented to the Committee in Dec '21 Nick Fayers
Circulate the audit template to Mr. MacAskill and Cllr. Morrison Nick Fayers**

5.2 IJB Financial and Workforce Performance Monitoring Month 3

Ms. Bozkurt, Chief Finance Officer, updated member on the financial position of the IJB, as well a detailed workforce report, as at 30 June 2021. The report will be presented to the IJB later in the month.

The following financial points were noted and discussed:

- As at June 2021 the IJB is showing an overspend of £2,439k and projecting a breakeven position once budget reserves have been applied and residential and other income accruals have been adjusted.
- High level variances ~
 - CnES Residential Care projected to overspend by £208k;
 - Community Hospitals, projected to overspend by £194k due to the use of bank and agency staff covering vacancies and sick leave; and
 - OOH Services has identified pressure of £200k for both managing the Barra Community Hospital and for the normal GP OOH Service.

Ms. Bozkurt drew colleague's attention to the coloured table, section 1.9, which stipulates the High risk associated with the majority of family groups, subdivided by age, retiral and sickness. Ms. Bozkurt discussed in-depth the specific challenges relating to the workforce – older age group, lack of younger people applying for vacancies and a very small pool of people reported to be available for work. It was noted that Home Care / Residential Care has the oldest working age group.

Ms. Bozkurt expanded that from approximately 2400 people available or registered as able to work, 1700 don't want to work (retirement age or early retirement), 700 would like a job or are on incapacity benefits and by adding in school leavers, 84 children will be placed into the open market or further education.

Mr. Fayers advised that work is underway on a discretionary payment report, as well as looking at citizenship, mobilisation of the 3rd section capacity as well as voluntary efforts. These challenges are on top of the pandemic and winter pressures. He reassured members that these issues are being debated by the Integrated Corporate Management Team, co-chaired by both parent body Chief Executives ~ Gordon Jamieson, NHS Western Isles and Malcolm Burr, Comhairle Chief Executive.

Ms. Bozkurt raised concern at the number of staff required to be employed to support Lewis residential, Lewis Home Care and Lewis Adult services in total approximately 145 additional people. This does not include any recruitment requirement for private section, that being Bethesda, Blar Buidhe or any other private care arrangements.

The Chair thanked Ms. Bozkurt for the detailed report. He raised his grave concern at the current inability to staff care services, including the Goathill Project and asked that the report is presented in closed session to the IJB in September 2021, to enable an in-depth discussion to make everyone aware of the situation and to debate how this should be supported and monitored.

Cllr. Steele commented on the fact that this is not something that can be resolved locally but expressing his view that the Scottish Government need to be aware of the issues, raising the profile at high levels. He also explained that there are fewer and fewer volunteers available to support local community events let alone to support care services. It was noted that NHS Orkney had a new residential care facility but once complete could not open as there was a lack of staff to provide safe care. This is not a position that the IJB wants to be in when the Goathill Project is complete.

Ms. Bozkurt advised that the Scottish Government are aware of the issues facing all island boards in relation to recruitment and retention. It was noted that as an employer the NHS provides better terms & conditions, better pay, provided parental leave, sick leave, carers leave, additional payments for working overtime, weekend rates etc. Mr. Fayers advised that he is exploring this and a report would be brought forward in due course.

The Chair thanked Ms. Bozkurt for the detailed report and highlighting the urgent issues surrounding recruitment so clearly.

Decision: The progress report was formally noted.

Action: The report will be presented to the IJB in closed session in September.

6. PERFORMANCE

6.1 IJB Performance Report July 2021

Members reviewed the Report, noting as at July 2021 that the majority of targets are not on trajectory, a direct result of the pandemic.

Mrs. McCannon requested the need to have comparative data presented for previous months, to ascertain the level of improvement or decline.

Mr. Fayers advised that work is ongoing with Mr. Malcolm, Head of Public Health Intelligence to review the presentation of the data sets. All the information presented refers to Health data, Council do not gather data information in relation to activity. Mr. Fayers confirmed that he would ask Mr. Malcolm for the trend data to be included.

Members discussed the historical request for additional narrative to be added to each performance chart, however Mr. Fayers explained the challenge in obtaining this from one source as many of the targets are multi-complex and involve many different areas of work to deliver one target. However this is being explored with Mr. Malcolm to see what can be presented.

Mr. Fayers noted and apologised that the risk register was not presented at this meeting, however he would address this ahead of the next formal meeting.

Decision: Members noted the report

Action: Comparative information to be presented in future reports.

Risk register to be presented at each meeting

Nick Fayers

Nick Fayers

7. DATE & TIME OF NEXT MEETING

Meeting: IJB Audit Committee

Location: Teams

Time: 1000-1300

Day / Date: ~~10.02.21~~ 08.09.21

~~10.06.21 / 15.06.21~~ 08.12.21

Mrs. McPhail advised that as External Auditors advised of a change in the date for approving the Annual Accounts, an alternative date would be proposed moving from December into November 2021.

Mr. Buist advised that the Annual Accounts would not be finalised until the end of November and therefore the original date in December should be retained. The Committee approved.

The meeting ended at 12.00pm, the Chair thanking everyone for their contribution to the discussion.