



# CÙRAM IS SLÀINTE NAN EILEAN SIAR

## INTEGRATION JOINT BOARD

### AUDIT & RISK COMMITTEE

**MINUTE OF MEETING**  
**05 JUNE 2024**  
**HELD AT 10:00AM**  
**VIA MICROSOFT TEAMS**

#### **Voting Members Present:**

Calum MacLean  
Gillian McCannon

Councillor, CnES / IJB Chair  
Non-Executive Director, NHS WI / IJB Vice-Chair  
(Committee Chair)  
Non-Executive Director, NHS WI

Annetta Smith

#### **Non-Voting Members Present:**

Debbie Bozkurt  
Nick Fayers

Chief Finance Officer, IJB  
Chief Officer, IJB

#### **In Attendance:**

Martin Devenny  
Elizabeth Young  
Michelle McPhail

Senior Auditor, Audit Scotland  
Chief Internal Auditor, Risk Assurance, Azets  
Corporate Business Manager, NHS WI

#### **1. WELCOME**

Gillian McCannon took the Chair and led the meeting, welcoming those present.

The Chair advised that Cllr. MacLean had indicated that he would require to leave the meeting at 10:30am for a personal matter. As a result the meeting would not be quorate and therefore the session would be suspended.

#### **2. APOLOGIES**

Eoin MacNeil

Third Sector Interface

Stephanie Hume

Internal Audit Senior Manager, Azets



### 3. DECLARATIONS OF INTEREST

No declaration(s) of interest(s) were raised in relation to any of the agenda items to be discussed.

### 4. MINUTES

#### 4.1.1 IJB Audit & Risk Committee Minute 06.03.24

The minute of the IJB Audit & Risk Committee of 06 March 2024 was approved as an accurate note of the discussion.

**Decision:** The Committee formally approved the minute of 06 March 2024.

**Action:** No actions required.

#### 4.2 Matters Arising

The Chair, asked for an update on:

**Page 4 - Item 5.1.1 Internal Audit Recommendation** – In relation to the Decision noted, the Chair enquired if Ms. Young could provide clarification as to when recommendations can be removed or deleted.

Ms. Young advised that removal of actions should only be upon completion of the action with the provision of evidence.

The Chair thanked Ms. Young for her professional advice, explaining that she was aware of the rationale for removal when actions have been superseded.

**Page 5 – Item 6.1 Strategic Risk Register** - In relation to the Decision, the Chair commented on the section where the IJB Audit & Risk Committee agreed to have further discussion on the Register ahead of the next IJB Board meeting. The item is on the agenda for today, 05<sup>th</sup> of June, however this will not be discussed, as previously noted and therefore the Chair advised that this would be taken as an action point for a future meeting, ensuring that there was transparency in outcomes. Colleagues agreed.

**Decision:** The item is not being discussed at the 5<sup>th</sup> of June IJB A&RC

**Action:** Place the outcome on the Action Points



#### 4.3 Action Points

The Chair drew colleagues' attention to the Action Points, noting that the focus of review would be on those actions noted as Red.

***12.01.22 – Item 8.2 Risk Register – Report on the proposal to dissolve the Clinical & Care Governance Committee. It has been previously noted in February that the action would be contained in the Integration Scheme.***

Mr. Fayers advised that the Integration Scheme was presented to the full Integration Joint Board at a special meeting on the 18<sup>th</sup> of April, however the report obtained a number of comments. A new redraft of the Integration Scheme will be presented to the Board in June '24 for decision. Thereafter the report will go for public consultation with vested partners and not a full public consultation.

***14.06.23 – Item 5.2.1 Azets – Workforce Management Report – Quarterly workforce reports presented to the IJB, with the initial report presented in August 2023. The status at 07.02.24 noted that Debbie Bozkurt will ascertain information which is available to provide such management reports in light of the lack of system within the Comhairle following the cyber-attack.***

Ms. Bozkurt advised that following discussion with the Comhairle's HR colleagues all HR information is being processed manually and therefore the production of management reports cannot currently be ascertained for a further 6+ months.

Mr. Fayers advised that the Comhairle are monitoring workforce position and taking appropriate actions in governance review via their Vacancy Committee. Mr. Fayers provided assurance that processes are being followed and acknowledged the difficulty in obtaining detailed management reports in light of the cyber-attack.

The Chair wished an update on an action which was not recorded as Red.

***03.10.23 – Item 4.3 – Action points – confirmed that the final Strategic Framework will be read for consultation by March 24.***

Mr. Fayers advised that a paper will be presented to the IJB in June '24 as an update on the Consultation process from Denise Symington, Engagement Lead.

**Decision:** The above updates were provided to Members

**Action:** The updates will be reflected in the revised Action Points.



The Chair, noting the position of not being quorate as from 10:30am, asked colleagues to agree on a few decision required items to be discussed within the 30 minute allocation. The following items were discussed.

## **5. AUDIT & FINANCIAL GOVERNANCE**

### **5.1.5 Internal Audit Plan 2024/25**

The Chair noted the comment from Ms. Young that the item is for Decision rather than Discussion, advising members the need to make a decision at the end of the presentation of the paper.

Elizabeth Young, Azets, advised that this is the third year that Azets have provided the Integration Joint Board with auditing functions.

Ms. Young advised on the significant aspect of the audit plan for 2024/25 taking cognisance as to the issues which specifically lie with the IJB rather than those issues which related to either parent body.

Discussing the appendix 1 – which relates to the schedule, it proposed four areas of audits to be undertaken in 2024/25 utilising the 30 day allocation:

#### **1. IT**

- a. Cyber Security – 10 days allocation

Ms. Young noted that the work would be an advisory review in light of the Comhairle's recent cyber incident utilising their cyber security team to consider the impact on the IJB and any necessary steps which should be taken to mitigate any potential risk to the IJB.

#### **2. Risk Management and Governance**

- a. Risk Management – 10 days allocation

#### **3. Compliance and Regulatory**

- a. Follow-up – 2 days allocation

#### **4. Management**

- a. Audit needs Assessment / annual plan presentation – 1 day allocation
- b. Audit Committee planning and attendance – 4 days allocation
- c. Contact management including liaison with external audit – 2 days allocation
- d. Annual internal audit report – 1 day allocation

Members deliberated to the report.



Ms. Bozkurt, relating to the Cyber Incident explained that as part of the IJB's process within its Annual Accounts, the IJB has asked for assurance from the Comhairle in relation to it obtaining financial data / information. Ms. Bozkurt asked Mr. Devenny if the outcome of the Cyber Security review would provide a level of assurance from Azets review to Audit Scotland.

Mr. Devenny indicated that it is not for Audit Scotland to direct where the IJB obtains its assurance or auditing support from, however the IJB should obtain greater levels of assurance of processes and controls being in place to mitigate wherever possible any potential cyber incident.

The Chair, deliberated the issue with colleagues confirming that the Committee is in support of the Internal Audit Plan for 2024/25.

Ms. Young will establish the proprietary work.

**Decision: The Committee formally noted the verbal update.**

**Action: No actions**

## **7. STRATEGIC GOVERNANCE**

### **7.1 Risk Management Strategy**

#### **7.1.2 Exec Summary**

Mr. Fayers presented the report to colleagues' advising that Strategy is the overarching document setting out how the IJB manages its corporate risks and identifies its risk appetite.

Members remarked on the format of the Strategy which is very clear, transparent and concise.

The Chair commented that the risk appetite should also accurately reflect the risk scoring – high, medium and low.

Cllr. MacLean, reviewing the risk appetite section enquired as to the reason for the use of "Hungry" as one of the 5 categories.

Mr. Fayers advised that this came from a credited association, Audit Scotland, providing a more respective wording on the eagerness of addressing an issue.



The Chair suggested that a link/footnote is added to the document to advice of the professional body where evidence was obtained from, which Mr. Fayers agreed to.

The Chair thanked Mr. Fayers for the report and confirmed that the Committee approved the Strategy with the caveat of the updates noted.

**Decision: The Committee formally approved the Strategy subject to the caveat that the amendments are made prior to submitting to the Board for full approval.**

**Action: Updated Strategy scheduled for the IJB Board meeting on 27.06.24**

The following agenda items were not discussed and therefore will be carried forward to a special meeting of the IJB Audit & Risk Committee between the 10<sup>th</sup> of June and the 10<sup>th</sup> of June, specific date and time to be confirmed.

5.1 Internal Auditors

5.1.1 Internal Audit Recommendation Tracker – detailed review of new format

5.1.2 Audit Report Financial Planning

5.1.3 Corporate Governance Report

5.1.4 Internal Audit Annual Report 2023/24

5.2 Financial Governance

5.2.1 Financial Management update

6. Performance

6.1 Strategic Risk Register

6.2 Workforce Report



## 8. EVALUATION

The evaluation was not conducted.

	YES	NO	COMMENTS
Were you satisfied with the content of the agenda?			
Was there sufficient time to review the papers between receipt and the meeting date?			
Were the agenda items placed in the correct order / prioritisation?			
Was there sufficient time allocated to all agenda items?			
Were the Executive Summaries an accurate reflection of the detailed papers?			
Was there sufficient refreshment breaks			
Are there any significant issues which should be escalated?			
Did you consider that the Board / Committee discharged its duty in respect of <ul style="list-style-type: none"> <li>• Proper scrutiny</li> <li>• Relevant questioning</li> <li>• Constructive challenging</li> </ul>			
Do you have any suggestions for improvement or additional comments about this meeting?			

## 8. DATE AND TIME OF NEXT MEETING

Location: Microsoft Teams

Time: 10.00am

Dates:

Meeting Date	Submission of Papers
08.02.23	27.01.23
<del>15.03.23</del> exl	02.03.23
21.03.23	40.03.23
14.06.23	01.06.23
13.09.23	31.08.23
15.11.23	02.11.23



At the end of the meeting it was noted that Cllr. Thomson seemed to link in on Teams at the start however, it was not until the end of the meeting that colleagues remarked that the link did not continue for the meeting and therefore the meeting was not quorate from the start.

The Chair explained that due to the meeting not being quorate that an additional special meeting will be required to address the outstanding papers prior to the meeting of the IJB on the 27<sup>th</sup> of June.

Members agreed to the proposal and it was noted that a meeting would be required between the 10<sup>th</sup> and 19<sup>th</sup> of June.

Given that the meeting was not quorate, and following discussion by those voting members present, the two reports discussed would be circulated, along with the minute of the discussion, to seek full voting member's agreement to approve in principle the discussion and then place the items on the special IJB Audit & Risk Committee meeting for homologation. Members agreed to this.

The Chair signified as to her disquiet at the untellable position in terms of enabling the committee to move forward with its work in light of the lack of attendance and meetings not being quorate. The Chair noted that she will escalate this to the full Board in June.

**END**