

## MINUTES - PUBLIC

<b>Meeting</b>	Integration Joint Board Audit Committee
<b>Date, Time and Place</b>	Wednesday, 20 June 2018 at 2.00pm Bressay Room, NHS Shetland HQ, Burgh Road, Lerwick
<b>Present [Members]</b>	<p><u>Voting Members</u> Shona Manson Emma Macdonald Robbie McGregor</p> <p><u>Non-Voting Members</u> Simon Bokor-Ingram, IJB Chief Officer Karl Williamson, IJB Chief Financial Officer</p>
<b>In attendance [Observers/Advisers]</b>	Jonathan Belford, Executive Manager – Finance, SIC Crawford McIntyre, Chief Internal Auditor for IJB Emma Cripps, Internal Auditor, SIC Leisel Malcolmson, Committee Officer, SIC <i>[note taker]</i>
<b>Apologies</b>	<p><u>Voting Members</u> Natasha Cornick</p>
<b>Also</b>	A Duncan, Councillor, SIC
<b>Chairperson</b>	Emma Macdonald, Chair of the IJB Audit Committee, presided.

<b>Declarations of Interest</b>	None
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<b>Minutes of previous meetings</b>	The minutes of the meeting held on 27 February 2018 were confirmed on the motion of Ms Manson, seconded by Ms Macdonald.
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<b>4/18</b>	<b>Unaudited Accounts 2017/18</b>
<b>Report No. CC-31-18-F</b>	<p>The IJB Audit Committee considered a report by the IJB Chief Financial Officer, which presented the Unaudited Accounts 2017/18.</p> <p>The Chief Financial Officer introduced the main terms of the report.</p> <p>In response to a question the Chief Officer updated on progress in filling the vacancy for the non-voting member, the Senior Consultant. He advised that after no one came forward after the first contact with the Consultants Group he now had an interested party following a further approach made.</p> <p>The Audit Committee unanimously approved the</p>

	<p>recommendations contained in the report.</p> <p><b>Decision:</b> The IJB Audit Committee:</p> <ul style="list-style-type: none"> <li>• CONSIDERED the 2017/18 Unaudited Annual Accounts for the Shetland Integration Joint Board (Appendix 1) and;</li> <li>• CONSIDERED the information at section 4.0 that highlights the key issues from the 2017/18 accounts.</li> </ul> <p>The IJB Audit Committee approved the Annual Governance Statement 2017/18 that forms part of the accounts (Appendix 1).</p>
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5/18	Internal Audit Report 2017/18
Report No. CC-30-18 F	<p>The IJB Audit Committee considered a report by the Director of Community Health &amp; Social Care, which presented the work undertaken for 2017/18 by Internal Audit.</p> <p>The Chief Officer introduced the report and noted that there had been good performance, however in terms of affordability there was clearly a significant financial challenge to balance finances and to deliver services whilst maintaining quality. He explained that the redesign process around scenario planning was underway and there had been some output from those events. The Chief Officer advised that scenario planning had not delivered at the beginning of this year but there was a need to continue to look for opportunities for current and non-recurrent savings.</p> <p>The Chief Officer commented on the hard work of staff, and he said that although Shetland was at the top of the league table on a number of key indicators, that did not take away from savings needed and the enormity of the challenge.</p> <p>The Chair reminded Members that they sit at this meeting as Members of the IJB Audit Committee and not as Councillors or Health Board representatives and that this report was the responsibility of all Members to enable it moving forward. The Chair expressed concern that the IJB was not involved enough in scenario planning.</p> <p>The Chief Officer commented on the work to be done and the challenge ahead for everyone this financial year. He said that services had already identified a savings programme with a £240k target. He said that there are different ways that scenario planning can help for medium/long term planning in a systematic way, and that it was important to redesign services quickly. The Chief Officer added that another key consideration is the preventative agenda with a lot more to be</p>

	<p>done to support self-care and self-management either locally or through the internet. He said that it was important to use the third sector as they are part of the solution. The Chief Officer cautioned that capacity is a risk as there have been some budget saving carry forwards into this year so it is necessary to look at what services can stop doing.</p> <p>The Chair asked if it was the case that the IJB is not strategic enough and how can Members of the Audit Committee help in that regard. The Chief Officer said that discussion on reports needs to remain at a strategic level but suggested that more seminars may be beneficial to understand the implications of change. He added that time would be spent discussing the strategic plan in September. The Chair agreed that more seminars were needed on the IJB's work and that should progress.</p> <p>At the invitation of the Chair, Mr Duncan, SIC Councillor posed a number of questions on the content of the report and Officers responded.</p> <p>In conclusion the Chair said that the IJB had to be realistic and work together to find solutions and it was important to get the right people together to make decisions.</p> <p>The IJB Audit Committee unanimously approved the recommendations contained in the report.</p> <p><b>Decision:</b> The IJB Audit Committee NOTED the contents of the Internal Audit Report and AGREED the IJB Action Plan 2017/18 responses as set out in Appendix 2.</p>
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<b>6/18</b>	<b>Chief Internal Auditor - Annual Report 2017/18 / Planned Work 2018/19</b>
<b>CC-27-18 F</b>	<p>The IJB Audit Committee considered a report by the Executive Manager - Audit, Risk &amp; Improvement, which presented the Chief Internal Auditor's annual report for 2017/18 together with brief detail of planned work for 2018/19.</p> <p>The Executive Manager - Audit, Risk &amp; Improvement introduced the report.</p> <p>In responding to questions from Members and from Mr Duncan, SIC Councillor, the Chief Officer explained that finding £6.98m over the next 4 years was challenging but required a systematic approach through the scenario planning process. He commented that there was a significant £10m overall saving required from the Health Board during that timescale. The Chief Officer said that opportunities would come from Health Prevention and early intervention, and that other opportunities were possible through new drugs that</p>

	<p>avoid the need for greater intervention. The use of technology would also play a part in providing better access to some health services avoiding the need to travel. The Chief Officer said that the pace that change happens is key to maintaining a downward curve in financial terms, but progressing in a collaborative way was the only way forward.</p> <p>The IJB Audit Committee unanimously approved the recommendations contained in the report.</p> <p><b>Decision:</b> The IJB Audit Committee NOTED the contents of the annual report and commented accordingly.</p> <p>The IJB Audit Committee APPROVED the work planned for 2018/19.</p>
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7/18	IJB Audit Committee Business Programme 2018/19
CC-28-18 F	<p>The IJB Audit Committee considered a report by the IJB Chief Officer, which provided information on the planned business to be presented over the financial year to 31 March 2019.</p> <p>The Chief Officer introduced the report, and commented on the work going forward. The Executive Manager – Governance and Law, SIC, said that having been prompted by some of the questions in the earlier items on the agenda he said that the IJB Audit Committee should focus on scrutiny, challenge and internal controls. He said that the Audit Committee did not need to be the driver of the business but might challenge the IJB if the Audit Committee is not satisfied that the IJB is meeting the required pace.</p> <p>The IJB Audit Committee unanimously approved the business programme.</p> <p><b>Decision:</b> The IJB Audit Committee RESOLVED to approve the business planned for the financial year to 31 March 2019.</p>

8/18	Date of Next & Future meetings:
	<p>The IJB Audit Committee noted the future meeting dates:</p> <p>Friday 21 September 2018 10am Thursday 8 November 2018 2pm Thursday 28 February 2019 at 10am</p> <p>The venue for all meetings is the Bressay Room, NHS HQ, Burgh Road, Lerwick.</p>

The meeting concluded at 2.45pm

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CHAIR