

Minute of the meeting of **SCOTTISH BORDERS HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** held on **20 June 2022** at 2.00pm via Microsoft Teams.

**Present:** Mrs K Hamilton, Non Executive, NHS Borders (Chair)  
Cllr T Weatherston, Elected Representative, Scottish Borders Council  
Mrs L O'Leary, Non Executive, NHS Borders

**In Attendance:** Mr C Myers, Chief Officer Health & Social Care  
Mrs J Stacey, Chief Internal Auditor  
Miss I Bishop, Board Secretary  
Mrs S Holmes, Internal Auditor, Scottish Borders Council (SBC)  
Mrs G Woolman, Audit Scotland  
Mr A Haseeb, Audit Scotland  
Mr G Samson, Audit Scotland  
Mrs H Robertson, Chief Financial Officer designate  
Mrs W Henderson, Independent Sector Lead  
Mrs C Smith, HR Manager, NHS Borders  
Mr E Ullrick, HR Officer, Scottish Borders Council  
Mr S Burt, General Manager, MH&LD  
Ms I Thomson, Operational Manager, MH&LD  
Mrs A Wilson, Director of Pharmacy, NHS Borders  
Mr P Williams, Associate Nurse Director AHPs, NHS Borders

## **1. Apologies and Announcements**

- 1.1 Mrs Karen Hamilton as the outgoing Chair of the IJB Audit Committee welcomed members to the meeting and advised that she would hand over the Chair position to the elected representative Chair, Cllr Jane Cox. However as Cllr Cox had tendered her apologies to the meeting the Committee agreed that Mrs Hamilton should continue to Chair the meeting.
- 1.2 Apologies had been received from Cllr Jane Cox, Elected Representative, Scottish Borders Council, Mr Jim Wilson, Lay member, Mr Andrew Bone, Director of Finance NHS Borders.
- 1.3 The Chair welcomed Mrs Hazel Robertson, IJB Chief Financial Officer designate to the meeting. Mrs Robertson would formally take up her position on 1 August 2022.
- 1.4 The Chair welcomed a range of attendees to the meeting.
- 1.5 The Chair advised that Mr Jim Wilson, Lay Member had stood down from the Committee due to family matters.

1.6 The Chair confirmed the meeting was quorate.

## **2. Declarations of Interest**

2.1 The Chair sought any verbal declarations of interest pertaining to items on the Agenda.

2.2 Mrs Gillian Woolman advised that although she was not a member of the Audit Committee she was the appointed auditor to the Integration Joint Board and also the auditor for NHS Borders and Scottish Borders Council.

The **SCOTTISH BORDERS HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** noted the declaration.

## **3. Minute of Previous Meeting**

3.1 The minutes of the meeting of the Integration Joint Board Audit Committee held on 14 March 2022 were approved.

## **4. Matters Arising**

4.1 **Minute 6.4:** Cllr Tom Weatherston asked for an update on his query in regard to paying existing staff extra to cover vacant shifts. Mr Chris Myers advised that he had spoken to the NHS Borders Director of Workforce who was looking into the suggestion, however he had not received a response to date.

4.2 **Action 2:** Mrs Jill Stacey commented that in relation to the Terms of Reference they would be further updated in regard to information governance and the Records Management Plan in addition to the monitoring and oversight role the Board had agreed in December 2021. The revised Terms of Reference would be submitted to the next meeting of the IJB for formal approval.

The **SCOTTISH BORDERS HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** noted the action tracker.

## **5. Internal Audit Annual Assurance Report 2021/22**

5.1 Mrs Jill Stacey provided an overview of the content of the report which summarised the work carried out over the previous year. She highlighted several key elements including: audit opinion; good governance on scheme of integration, code of conduct and standing orders; risk management arrangements; and that the strategic commissioning process had been improved. Further work was required to be carried out to update the local code of corporate governance. She then summarised the progress of the internal audit recommendations and noted the recruitment of a new Chief Financial Officer; implementation of the approval and monitoring of directions; and the two remaining recommendations to be taken forward in regard to a joint workforce plan and mechanisms on best value and self assessment lessons learnt.

- 5.2 The Chair welcomed the review of the local code of corporate governance and was pleased to see that it was currently being worked on.
- 5.3 Mr Asif Haseeb commented that at a recent NHS Borders Audit Committee held on 15 June 2022, they had received several audit reports and he was reflective as to whether they would have been relevant to the IJB. The Chair also reflected that there needed to be better communication between the 3 partners and she was keen that regular joint sessions be set up for that purpose.
- 5.4 Mrs Stacey commented that there were some practicalities to be worked through in that the SBC Audit Committee was a public meeting and the papers were published on the website, whereas NHS Borders Audit Committee was not a public meeting. She received the agendas for each of the NHS Borders Audit Committee meetings but not the detailed papers. In terms of the 2021/22 annual assurance report she advised that it took into account all of the reported matters up to the end of March 2022.
- 5.5 Mr Chris Myers commented that the recommendations for 2021/22 had been to focus on engagement and communication and he outlined some of the work that was ongoing at a high level through the role of the Strategic Planning Group.
- 5.6 Mrs Gillian Woolman noted the timing challenge and commented that the partner assurances in the papers only went as far as 15 November 2021 and she was cognisant that the more recent assurance reports issued by NHS Borders might impact on the year end assurance and governance statement that the Chief Officer would sign off in due course.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** considered the Internal Audit Annual Assurance Report 2021/22 for the Scottish Borders Health and Social Care Integration Joint Board (Appendix 1), which set out the findings and conclusions arising from all Internal Audit work carried out during the year to 31 March 2022, considered the assurances therein, and provided any comments thereon.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** considered the list of Internal Audit reports by Partners' Internal Auditors presented to their respective Audit Committees that are relevant to SBIJB for assurance purposes (Appendix 2), and noted that the SBIJB Chief Internal Auditor had taken account of those assurances to provide the statutory Internal Audit assurance to the SBIJB.

## **6. Annual Governance Statement 2021/22**

- 6.1 Mrs Jill Stacey confirmed that the findings from the internal audit assurances had been considered as part of the draft annual governance statement. The statement would become part of the Annual Report and Unaudited Accounts package and it was important to consider the statement in its own right.
- 6.2 Mr Chris Myers spoke of the development of the annual governance statement and highlighted: focus on outcomes; focus on engagement; capacity and capability; and improvement areas.

- 6.3 Mr Asif Haseeb noted that the IJB unaudited accounts were not available due to a delay with the NHS Borders elements of the accounts. He reminded the Committee that the IJB followed the local authority accounting framework which had a statutory deadline of 30 June 2022 for the unaudited accounts. As they were not available an advert would be required to be publicised to that effect.
- 6.4 Mrs Gillian Woolman advised that she would be meeting with Mr David Robertson later that week and would raise the matter.

The **SCOTTISH BORDERS HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** considered the details of the Annual Governance Statement 2021/22 for the Scottish Borders Health and Social Care Integration Joint Board (Appendix 1) to ensure it reflected the risk environment and governance in place to achieve objectives, and acknowledged the actions identified by Management to improve internal controls and governance arrangements.

The **SCOTTISH BORDERS HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** approved that it be published in the Annual Report and Accounts 2021/22 of the Scottish Borders Health and Social Care Integration Joint Board.

## **7. Integrated Workforce Plan – interim update**

- 7.1 Mr Erik Ullrick provided a presentation and highlighted several key elements which included: progress to date; current status; delivery of workforce plan; workforce streams; risks and mitigations; and next steps. He further confirmed that it was a living document that would be continually evolving and updated.
- 7.2 Cllr Tom Weatherston welcomed the plan and commented that the Scottish Borders was a low pay area for health and social care staff and he was sceptical of the success of recruitment in the future.
- 7.3 Mr Chris Myers enquired if there would be any actions related to immediate workforce sustainability when the plan was published. Mr Ullrick confirmed that a number of immediate and longer term actions would be produced to support the plan.
- 7.4 Mrs Wendy Henderson commented that the draft report was due by the end of July 2022 with the final report due by the end of October 2022. She noted that there were inequities and complexities across the health and social care sectors whereby the workforce would move between organisations that offered the best salaries and terms and conditions, and in turned created financial inefficiencies.
- 7.5 Mrs Claire Smith commented that in terms of the action plan and solutions they would be worked on through an integrated approach.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** noted the update.

## **8. Primary Care Pharmacotherapy and Pharmacy support for people receiving social care update**

- 8.1 Mrs Alison Wilson provided an overview of the content of the update and highlighted that: recruitment had commenced to the polypharmacy social care service; and in terms of pharmacotherapy there had been discussions with GPs on the level of provision which GPs had confirmed as level 1. She explained that the national Memorandum of Understanding (MoU) spoke of level 1 services with levels 2 and 3 in tandem. Locally the position of level 1 only was outwith the MoU agreement.
- 8.2 The Chair enquired about the constituent levels of 1, 2 and 3. Mrs Wilson advised that there was a lot of overlap between the levels and skills of the staffing group.
- 8.3 The Chair enquired what would be missing from the patient perspective in not adhering to the MoU. Mrs Wilson commented that polypharmacy was about more reviews of complex patients and some basic medicine reviews without using a pharmacist to carry them out. She was considering using a Health Board funded pharmacist to undertake reviews for high risk areas such as mental health and older people.
- 8.4 Mr Chris Myers enquired about the level of capacity. Mrs Wilson commented that it was difficult to measure demand and nationally the steering group were unclear of the level of service and how it was to be properly measured.
- 8.5 Mr Myers enquired if polypharmacy could be used to close the overspend gap in some areas. Mrs Wilson commented that potentially it could be. Currently pharmacy support staff were looking at standardisation, efficiencies and savings. This year the team were working at the bottom of the repeat prescribing process and were helping pharmacy technicians and pharmacists with repeat prescribing and medicines savings.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** noted the update.

## **9. Dementia Diagnosis – Update**

- 9.1 Mr Simon Burt provided an overview of the content of the report and explained that the national target was to increase the diagnosis for those with dementia. The Scottish Government would then provide what they felt was the number of diagnosis each Health Board should make and then ask that 50% be provided with post diagnostic support. In terms of meeting that expectation the Scottish Borders were mid table and had not been able to diagnose the number of people that the Scottish Government had requested. Diagnosis were provided by specialist teams for those people referred to mental health from primary care. In terms of increasing diagnosis there was a need to increase the referrals from primary care. He was about to re-engage with GPs to realise the issues and to help encourage them to make more referrals. He further advised that the Scottish Government understanding of how many people should be diagnosed may be flawed.
- 9.2 Mr Burt advised that the number of people diagnosed in secondary care was not reported to the Scottish Government. Recruitment was being progressed to an Advanced Nurse Practitioner in the Mental Health Older Adults service and that post would be focused on post diagnostic support and raising skill levels.

- 9.3 Mrs Lucy O’Leary enquired as the commissioners of primary care services, what the IJB could do. She also enquired about the Scottish Government methodology of estimating the numbers of people to be diagnosed with dementia.
- 9.4 Mrs Irene Thomson advised that she would circulate the hyperlink to the methodology that the Scottish Government used. She further commented that whilst the Scottish Government were looking for a higher rate of diagnosis she suggested it should actually be an earlier diagnostic rate.
- 9.5 Mr Burt commented that GPs referred those patients that they felt needed a diagnosis. It was a conversation for GPs around what they thought the issue was and it was clear that they referred those people that they thought needed an assessment and there was little more that could be done in that regard.
- 9.6 Mr Paul Williams suggested that there might be scope to look at a broader multi disciplinary team approach in terms of the referral process as other members of the team might pick up the symptoms instead of those coming from the GP and he was happy to explore that suggestion further with Mr Myers.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** noted the update.

## **10. Home First Reablement Service Update**

- 10.1 Mr Paul Williams provided an overview of the content of the update and highlighted: the journey of Home First; focus on being a reablement service; demonstrated activity for the past 12 months; the current service was not affordable and in order to deliver within current funding envelope it would need to reduce by 20% against a picture of increasing demand; service delivery was a high quality service and met the National Health and Wellbeing outcomes; the service was moving in line with the IJB direction; the current demand was outstripping capacity; and looking to work alongside SBCares to deliver an integrated model and create efficiencies, flow and long term care.
- 10.2 Further discussion focused on: workforce pressures and sustainability issues; strategic implementation plan action to develop a reablement service for social care; harmonisation between services; whole system pressure to be looked at across all neighbouring services; risk threshold; and bringing of Home First and SBCares together should lead to better outcomes for individuals and a reduction in longer term care and care packages.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** noted the current positive impacts of the Home First service in line with IJB strategic aims and National Health and Wellbeing Outcomes.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** noted the significant ongoing challenges relating to service demand, unmet need and financial affordability.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** noted the ongoing work to deliver robust clinical and staff governance, maximise efficiencies, and to move toward an integrated reablement approach.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** considered that a future business case is likely to be required to be brought to the IJB Board if the ongoing demand cannot be met through the mitigations and developments discussed below.

## **11. Compliance with the Public Sector Equality Duty**

- 11.1 Mr Chris Myers commented that a letter had been received on 10 June 2022 from the Equality and Human Rights Commission Scotland that outlined its concerns with the IJBs compliance with the Public Sector Equality Duty. He advised that some of what was reported in the letter was inaccurate however there was work to be done to update the website.
- 11.2 The letter referred to a Mainstreaming Report not being updated since 2016. However an updated report had been published in 2018 and a further update was due in 2020. Unfortunately with the onset of the COVID-19 pandemic in 2020 a series of IJB activities had been stood down to support the global response to the pandemic. The Strategic Planning Group had meet in March 2022 and had a good discussion on the role of the IJB under the equality duty and work was now being take forward by Mrs Wendy Henderson.
- 11.3 The Chair enquired if the website was being reviewed and Mr Myers confirmed that it was.
- 11.4 Mr Myers commented that all the Chief Officers of the numerous IJBs across Scotland had received the same letter from the Equality and Human Rights Commission Scotland. He assured the Committee that the IJB was not an outlier and work was underway to address it.
- 11.5 Mrs Wendy Henderson described the duties prescribed by the Scottish Government and the Scottish Parliament and the requirements to publish information in an accessible manner as well as ensuring all reports were accompanied by and had published their health inequalities assessments.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** considered the report and the attached letter from the Equality and Human Rights Commission.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** noted the steps that are being taken to ensure that a full refresh of the progress report is undertaken in 2022 and so that the Integration Joint Board could ensure full compliance with the Public Sector Equality Duty.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** reviewed progress against delivery of the Public Sector Equality Duty in December 2022

**12. Any Other Business**

12.1 The Chair advised that no further business had been identified.

**13. Date and Time of Next Meeting**

The Chair confirmed that the next meeting of the IJB Audit Committee would be held on Monday 17 October 2022 at 2.00pm via Microsoft Teams.

*The meeting concluded at 3.52pm.*

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Minute of the meeting of **SCOTTISH BORDERS HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD EXTRAORDINARY AUDIT COMMITTEE** held on **31 August 2022** at 12.30 via Microsoft Teams.

**Present:** Cllr T Weatherston, Scottish Borders Council (Chair)  
Mrs K Hamilton, Non Executive, NHS Borders  
Mrs L O'Leary, Non Executive, NHS Borders

**In Attendance:** Mr C Myers, Chief Officer Health & Social Care  
Mrs H Robertson, Chief Financial Officer  
Miss I Bishop, Board Secretary  
Mrs J Stacey, Chief Internal Auditor  
Mr G Samson, Audit Scotland

## **1. Apologies and Announcements**

- 1.1 Apologies had been received from Cllr Jane Cox, Elected Representative, SBC, Mrs Gillian Woolman, Audit Scotland, Mr Asif Haseeb, Audit Scotland and Mrs Susan Holmes, Internal Auditor, SBC.
- 1.2 In the absence of Cllr Jane Cox, Cllr Tom Weatherston chaired the meeting.
- 1.3 The Chair welcomed Mrs Hazel Robertson, IJB Chief Financial Officer to her first meeting of the IJB Audit Committee in her substantive role.
- 1.4 The Chair confirmed the meeting was quorate.

## **2. Declarations of Interest**

- 2.1 The Chair sought any verbal declarations of interest pertaining to items on the Agenda.

The **SCOTTISH BORDERS HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** noted there were none.

## **3. Integrated Joint Board Draft Annual Accounts 2021/22**

- 3.1 Mrs Hazel Robertson presented the draft Annual Accounts 2021/22 to the Committee and provided an indepth explanation of the content. She highlighted several elements including: demographic background; role of IJB; delegated services; strategic plan priorities; and performance.

- 3.2 Mr Chris Myers commented that more comprehensive processes had been introduced in regard to the strategic commissioning plan and the monitoring role of the IJB Audit Committee.
- 3.3 Mrs Karen Hamilton welcomed the percentages in terms of what had been achieved.
- 3.4 Mrs Robertson further highlighted: workforce requirements; financial sustainability; health and wellbeing outcomes; qualitative indicators; and COVID-19.
- 3.5 Mr Myers commented on the health and wellbeing outcomes data and noted the reduction in performance which was in line with other areas of Scotland. He assured the Committee that the reinvigoration of the Locality Working Groups would focus on a local level on what really mattered to local people. Work was underway on a joint needs assessment which would feed into the prioritisation of how to deliver as much as possible to improve the outcomes for people whilst being realistic about what could be delivered.
- 3.6 Mrs Lucy O'Leary enquired in terms of performance, if the Scottish Borders was an outlier compared to other areas. Mr Myers commented that it was a similar position across Scotland, however he was aware that feedback from unpaid carers had deteriorated significantly and discussions had been held at the IJB, the Carers workstream and Strategic Planning Group around support for carers. The other area of significant concern was how well coordinated people felt about their services. Discussions were taking place with the redevelopment of the Locality Working Groups and operationally around bringing together community teams to put the person at the centre of their care.
- 3.7 The Chair commented anecdotally that Kelso was fast becoming a destination of choice for people to retire to which would in turn add to system pressures. The Chair also commented that pre-COVID a meeting had been arranged with the local population however only 7 days notice had been given. He urged that any future public meetings be publicised well in advance to enable the public to attend.
- 3.8 Mrs Robertson spoke about the key partnership decisions and Mrs Jill Stacey asked that the heading be changed to IJB decisions instead of partnership. Mr Robertson commented that it was not solely the IJB decisions as it covered all of the formal meetings that existed around the IJB.
- 3.9 Mrs Robertson spoke of the financial position and Mr Myers highlighted the overspend and underspend in relation to medicine for the elderly.
- 3.10 Mrs Robertson also explained the financial narrative on transformational funding and reserves.
- 3.11 In regard to the COVID reserves, the Chair enquired if the Scottish Government might ask for that funding to be returned to it. Mrs Robertson commented that it was a potential risk in terms of, the allocation had been provided for the specific purpose that it was intended and if it was not needed for that specific purpose the Scottish Government could ask for it to be returned.

- 3.12 Mrs Hamilton enquired if the financial risk was recorded. Mr Myers commented that the financial risk had become a greater risk in terms of the PCIP and the Scottish Governments intention to pull back funding. He commented that financial risk would be recorded on the strategic risk register.
- 3.13 Mrs Stacey commented that the IJB strategic risk register was currently being revamped and contained the element of financial sustainability.
- 3.14 Mrs Robertson spoke to the governance element and remuneration section of the report and advised that an amendment would be made to the governance statement in regard to areas for improvement.
- 3.15 Mrs Stacey suggested the fees, allowance and salary figures for the Chief Officer be checked. Mr Myers commented that the figures were likely to include superannuation contributions and national insurance contributions and he assured the Committee that his expenses claims were minimal.
- 3.16 Mrs Hamilton enquired about the fee paid to Non Executive members of the IJB and Miss Iris Bishop advised that the fee was a Health Board arrangement paid by the Health Board and was not a matter for the IJB accounts.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** noted that several small amendments would be made to the draft Annual Accounts.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** approved the publication of the draft accounts on the basis that the amendments were made.

#### **4. Any Other Business**

- 4.1 **Chair:** The Chair commented that it had been agreed by Scottish Borders Council that the Chair of the IJB Audit Committee should be transferred from Cllr Jane Cox to himself given Cllr Cox was a newly appointed Councillor.
- 4.2 **Annual Accounts Regulations:** Mr Graeme Samson believed that the deadline in the regulations for the Annual Accounts was the end of October, but advised that he would need to confirm that. In practical terms he suggested an extension should be sought as Audit Scotland would be unable to complete their work on the accounts until later in November.
- 4.3 He further advised that the draft accounts should be made available for public scrutiny for a set period through an advert and he suggested that should be explored as to how best to accommodate that requirement. Mrs Hazel Robertson advised that she would check the regulations, requirements to advertise and seek an extension to the completion date for the Annual Accounts.

#### **5. Date and Time of Next Meeting**

5.1 The Chair confirmed that the next meeting of the IJB Audit Committee scheduled for Monday 17 October 2022 would be postponed and a new date in late November would be secured.

*The meeting concluded at 1.22pm.*

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