Fife Health & Social Care Partnership
Supporting the people of Fife together

CONFIRMED MINUTES OF MEETING OF THE AUDIT AND ASSURANCE COMMITTEE FRIDAY 27 JUNE 2025 AT 10.00 AM (TEAMS MEETING)

Present: Dave Dempsey (Chair), Fife Council (DD)
John Kemp, NHS (Vice Chair) Non-Executive Board Member (JK)
David Alexander, Fife Council (DA)
Sinead Braiden, NHS Non-Executive Board Member (SB)

Attending: Audrey Valente, Chief Finance Officer (Fife H&SCP) (AV)
Vanessa Salmond, Head of Corporate Services (VS)
Jocelyn Lyall, Chief Internal Auditor (NHS Fife) (JL)

Barry Hudson (NHS Fife) (BH)
Amy Hughes, External Auditor (AH)
Tracey Hogg, Finance Business Partners (H&SCP) (TH)
Chris Brown, External Auditor (CB)
Isabella Middlemass, Management Support Officer (Note Taker)

Apologies: None

		ACTION
1.	**WELCOME AND APOLOGIES** Dave Dempsey welcomed everyone to the meeting. Apologies were noted as above.	
2.	**MINUTES OF PREVIOUS MEETING** The minutes of the previous meeting were approved.	
3.	**ACTION LOG** Action note discussed and approved.	
4.	**FIFE IJB DRAFT UNAUDITED ANNUAL ACCOUNTS & FINANCIAL STATEMENT** Audrey Valente presented the unaudited accounts to the Board which had 3 recommendations, 1st being assurance for members information, 2nd for members to discuss the unaudited annual accounts. The 3rd recommendation is asking for decision to submit the Unaudited Annual Accounts to External Auditors. Tracy Hogg gave a presentation and an overview to the Committee which explained the accounts process. The annual accounts financial statements are a statutory requirement to be provided each year. The accounts play a part in	

	governance arrangements and the IJB is responsible for ensuring that public money is safeguarded and properly accounted for and used economically, efficiently and effectively. The accounts can also be used to hold management to account at corporate level. Key dates 31st March was the financial year end. 27th June the submission of unaudited accounts to external audit if approved to handover today. 1st July the accounts have to be made available for public inspection for 15 working days and on 19th September the audited accounts will be presented back to this Committee for a recommendation to move them forward to the IJB Board on the 29th September where they will be presented to be approved and for signature at that point. The management commentary is designed to tell the story and help the readers understand the annual accounts. It provides an analysis of past operational and financial performance and focusses on the elements which are material to understanding the financial position highlighting the key messages in the financial statements. It also gives insight into future priorities, risks and strategies to achieve the priorities of the partnership. Key messages from the annual accounts – the comprehensive income and expenditure statement show the accounting costs within the year providing services in accordance with the accounting standards and it shows whether our operations resulted in a surplus or deficit. Discussion took place around the management commentary within the accounts and work which is happening in the background to keep up with demands within the budget. **Recommendations:** Members of the IJB Audit and Assurance Committee were invited to note and discuss the Draft Unaudited Annual Accounts. Members were also asked to agree to submit the Unaudited Annual Accounts to External Auditors – All agreed.	
5.	**INTERNAL AUDIT PROGRESS REPORT** Jocelyn Lyall gave a verbal update on this report. Since the last meeting of the Audit and Assurance Committee Auditors have issued the Internal Control Evaluation and the Annual Report for 24/25 both are on the agenda today. There is one outstanding audit from the 24/25 plan which is Performance Reporting this will be a priority over the next few weeks and that will complete the 24/25 plan. Jocelyn confirmed the ICE and Annual Report coverage does provide sufficient evidence as they cover performance in both of those pieces of work . Jocelyn stated that they are continuing to progress the Internal Audit Improvement Action Plan and continuing to monitor the audit follow up position. They are also planning to start the IJB audit work much earlier in the year to make sure that there is that flow of reports throughout the year.	
6.	**INTERNAL ANNUAL REPORT (incl. IJB ANNUAL ASSURANCE STATEMENT**	

	Jocelyn Lyall presented this report to the committee for assurance and discussion. The 2024/25 Internal Audit Annual Report is at Appendix 1. This report provides the IJB Audit and Assurance Committee with an independent view of the overall adequacy and effectiveness of the framework of governance, risk management and control within the IJB. The Annual Report identified one additional finding which was risk assessed as moderate, which relates to year end assurances and agreeing robust reciprocal reporting processes between NHS Fife, Fife Council and the IJB and this is about ensuring timely 2-way assurance to make sure that everything should be included in the respective governance statements of those organisations . Discussions took place around the relationship between the timing of the ICE and this report regarding findings. **Recommendations:** Members of the IJB Audit and Assurance Committee were asked to note this report in the context of evaluating the Internal Audit Annual Report for 2024/25. Members were also asked to discuss and take assurance from the Internal Audit Annual Report for 2024/25. Assured.	
7.	**INTERNAL AUDIT F06/25 INTERNAL CONTROL EVALUATION** Jocelyn Lyall presented this report to the Board for assurance and discussion. The Internal Control Evaluation report is an overall overview of the IJB Governance Arrangements and covers all areas of governance and provides the follow up position on previous annual report recommendations and aims to provide early warning of any significant issues that may affect the Governance Statement. All 4 recommendations from the 23/24 annual report were complete and that position has been validated. There is one outstanding action on the 22/23 annual report and that is around further developing the use of risk appetite . This is planned for completion by the end of December this year. The report sets out a number of key developments on the areas of governance and risk management There were 9 findings, 3 of which are risk assessed as significant, 4 as moderate and 2 merits attention. Discussion took place around findings as opposed to the recommendations style in doing the ICE report which puts more responsibility on management responses. **Recommendation:** Members of the IJB Audit and Assurance Committee were asked to note this report for assurance. Members were also asked to discuss and take assurance from the Internal Control Evaluation. Discussed and assured.	
8.	**ANNUAL REVIEW - TERMS OF REFERENCE** Vanessa Salmond presented this report to the Board for decision. The annual review of the Terms of Reference is to ensure that it is still fit for purpose for this Committee and to provide effective governance .	

	Vanessa gave an overview of the assessment and asked members if there were any revision that they would like to take forward within the terms of reference. **Recommendations:** The IJB Audit and Assurance Committee were asked to discuss current Terms of Reference at Appendix 1 and to agree any required amendments to the Committee's Terms of Reference. The Board agreed to leave the Terms of Reference as they stand.	
9.	**AUDIT & ASSURANCE WORKPLAN** The purpose of the workplan is for discussion and noting	
12.	**ITEMS FOR REFLECTION & HIGHLIGHTING TO IJB** None	
13.	**AOCB** None	
14.	**DATE OF NEXT MEETING** Friday 19th September – 10.00 am – 12.00 noon.	