



REPORT TO: HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD – 20TH AUGUST 2025

REPORT ON: PERFORMANCE AND AUDIT COMMITTEE ANNUAL REPORT 2024/25

REPORT BY: CHIEF FINANCE OFFICER

REPORT NO: DIJB48-2025

1.0 PURPOSE OF REPORT

- 1.1 This report provides the Integration Joint Board with an overview of the activities of the Performance and Audit Committee over 2024/25

2.0 RECOMMENDATIONS

It is recommended that the Integration Joint Board (IJB):

- 2.1 Notes the content of the Performance and Audit Committees' Annual Report for the year 2024/25

3.0 FINANCIAL IMPLICATIONS

- 3.1 None.

4.0 MAIN TEXT

- 4.1 The Performance and Audit Committee (PAC) was established as a Standing Committee of the Integration Joint Board (IJB) at the IJB meeting of the 30 August 2016 (Item IX of the minute refers) to ensure the IJB met its responsibilities for governance under the Integrated Resources Advisory Group (IRAG) guidance. Following this approval, the PAC first met on 17 January 2017 and has met on a regular basis ever since.
- 4.2 Revised Terms of Reference for PAC were approved by IJB on 13 December 2023 (Article IV of the meeting refers). PAC Terms of Reference were further reviewed by IJB on 11 December 2024 (Article XIII of the meeting refers) following the rotation of PAC Chair, with no material changes at that time.
- 4.3 The Terms of Reference notes the purpose of the PAC is to provide independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of governance processes. The PAC also scrutinises performance and best value arrangements. The membership of the PAC consists of not less than six members of the IJB of which four will be voting members. The Chair of the PAC is not the Chair of the IJB and rotates between a voting member from NHS Tayside and a voting member from Dundee City Council and rotates on the same frequency as the Chair of the IJB.
- 4.4 Over the course of 2024/25 the PAC met on four occasions. The agendas of these meetings consisted of a core suite of regular reporting to each meeting of the PAC with additional reports presented as necessary or at the request of members of the committee. The PAC also receives

annual reports falling as part of their remit. From May 2024 to January 2025, PAC considered the following reports:

Item	22/05/24	25/09/24	20/11/24	29/01/25
Governance & Assurance:				
Strategic Risk Register	✓	✓	✓	✓
Governance Action Plan	✓	✓	✓	✓
PAC Action Tracker	✓	✓	✓	✓
Internal Audit 2024/25 Plan Approval		✓		
Internal Audit Plan Progress Report	✓	✓	✓	✓
Internal Audit Report – Workforce				✓
Protecting People Committee Annual Report 2023/24			✓	
Chief Social Work Officer Annual Report 2023/24			✓	
City Plan for Dundee 2022-2032 – Annual Report for 2023/24			✓	
Performance:				
Quarterly Performance Report	✓	✓	✓	✓
Quarterly Feedback Report (previously known as Complaints Performance)	✓	✓	✓	
Care Inspectorate Gradings for Care Homes 2023/24		✓		
Drug and Alcohol Service Indicators		✓		✓
Mental Health Service Quarterly Indicators		✓		✓
Finance and Strategic Services Capacity	✓			
Annual Performance Report 2023/24		✓		
Unscheduled Care		✓		✓
Health and Care Experience Survey 2023/24 Analysis		✓		
Annual Accounts:				
Dundee IJB Audited Annual Accounts 2023/24 and External Auditors Annual Report			✓	
Clinical & Care Governance:				
Dundee HSCP Clinical, Care and Professional Governance Assurance Report	✓	✓	✓	✓

From the above it can be seen that the PAC considered a range of areas including:

- Regular governance reporting updates
- Reports in respect of year end assurances and audited annual accounts
- Regular reporting on internal audit activity
- Regular reporting on risk management and the IJBs Strategic Risk profile
- In depth reporting on specific areas of performance
- Assurances around Clinical Care and Professional Governance

4.5 The commitment of the members of the Performance and Audit Committee as well as the support provided to it by officers including Dundee City Council's Committee Services is acknowledged.

Councillor Ken Lynn held the position of Chair of the PAC during the first half of 2024/25 with this rotating to NHS Non-Executive Bob Benson from October 2024. Other IJB voting members attending the PAC during 2024/25 were Councillor Dorothy McHugh, Councillor Siobhan Tolland and NHS Non-Executives Beth Hamilton and David Cheape.

5.0 POLICY IMPLICATIONS

- 5.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate senior manager has reviewed and agreed with this assessment.

6.0 RISK ASSESSMENT

- 6.1 This report has not been subject to a risk assessment as it is an annual report of activity and does not require any policy or financial decisions at this time.

7.0 CONSULTATIONS

- 7.1 The Chief Finance Officer, Regional Audit Manager, Chief Internal Auditor and the Clerk were consulted in the preparation of this report.

8.0 BACKGROUND PAPERS

- 8.1 None.

Christine Jones
Acting Chief Finance Officer

Date: 21 July 2025

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