



REPORT TO: PERFORMANCE & AUDIT COMMITTEE – 21 MAY 2025

REPORT ON: ANNUAL REVIEW OF 2024-25

REPORT BY: CHIEF FINANCE OFFICER

REPORT NO: PAC13-2025

1.0 PURPOSE OF REPORT

- 1.1 To enable Performance and Audit Committee to undertake a self-assessment review of 2024-25 activity, which will subsequently be utilised to provide assurance to IJB.

2.0 RECOMMENDATIONS

It is recommended that the Performance & Audit Committee (PAC):

- 2.1 Notes the contents of the report.
- 2.2 Confirms the activities undertaken by Performance and Audit Committee during 2024/25 are in line with its remit and terms of reference and instructs a report be submitted to IJB for oversight and assurance purposes.

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.
- 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

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 Officer 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 April 2025