

WEST DUNBARTONSHIRE HEALTH & SOCIAL CARE PARTNERSHIP BOARD AUDIT COMMITTEE

At a Meeting of the West Dunbartonshire Health and Social Care Partnership Board Audit Committee held in the Manager's Meeting Room, 3rd Floor, Council Offices, Garshake Road, Dumbarton, on Wednesday, 15 June 2016 at 2.00 p.m.

Present: Heather Cameron; Allan Macleod, Jonathan McColl and Martin Rooney.

Attending: Keith Redpath, Chief Officer; Jeanne Middleton, Chief Financial Officer; Soumen Sengupta, Head of Strategy, Planning and Health Improvement; John Russell, Head of Mental Health, Learning Disability & Addictions; Colin McDougall, Chief Internal Auditor; Karen Cotterell, Senior Auditor (Audit Scotland) and Nuala Borthwick, Committee Officer (West Dunbartonshire Council).

Also Attending: Non-Voting Member of the Partnership Board – Anne McDougall.

Apology: An apology for absence was intimated on behalf of Gail Casey.

APPOINTMENT OF CHAIR

In the absence of a Chair of the Audit Committee (currently a vacancy) and the Vice Chair, the Committee Officer invited the Committee to appoint a Chair for this meeting of the Committee.

Following discussion, it was agreed that Mr Allan Macleod be appointed Chair. Accordingly, Mr Macleod assumed the Chair.

VARIATION IN THE ORDER OF BUSINESS

Having heard the Chair, Mr Macleod, it was agreed that the order of business be varied as hereinafter minuted.

DECLARATIONS OF INTEREST

It was noted that there were no declarations of interest in any of the items of business on the agenda.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Health & Social Care Partnership Board Audit Committee held on 23 March 2016 were submitted and approved as a correct record.

A copy of the Action List was distributed to Members (tabled). Following discussion, the Committee agreed:-

- (1) that the Action List would be included as a substantive item on future agendas for the Committee;
- (2) that a report on the Review of Terms of Reference had not been included on the agenda due to an administrative error however the Chief Financial Officer reported that there were no additional costs for the Audit Committee at this time other than the Annual Accounts therefore there was nothing to report at this time; and
- (3) that following approval of the Equality Act 2010 Mainstreaming Report by the Health & Social Care Partnership Board, officers would prepare a report specifically concerning health inequalities amongst different socio-economic groups for a future Audit Committee meeting.

INTEGRATED BUSINESS CONTINUITY PLANNING FOR THE HEALTH & SOCIAL CARE PARTNERSHIP

A presentation was provided by the Head of Strategy, Planning and Health Improvement on integrated business continuity planning for the Health & Social Care Partnership.

After discussion and having heard the Chief Officer and the Head of Strategy, Planning and Health Improvement in further explanation of business contingency planning for the Health & Social Care Partnership and in answer to questions from Members, the Committee agreed:-

- (1) to note that Business Continuity Management is an essential activity in establishing the Partnership's resilience by enabling it to anticipate, prepare for, respond to and recover from disruptions and to have a clear understanding of dependencies with other organisations;
- (2) to note that any outcomes or recommendations relevant to Integration Joint Boards from the recent national pandemic flu exercise - Silver Swan - would be reported to a future meeting of the Committee when available and as appropriate. and
- (3) that a copy of the presentation would be issued to Members of the Committee.

CONFIRMATION OF STANDARDS OFFICER FOR THE HEALTH & SOCIAL CARE PARTNERSHIP BOARD

A report was submitted by the Head of Strategy, Planning & Health Improvement confirming arrangements for a Standards Officer for the Health & Social Care Partnership Board as approved by the Standards Commission for Scotland.

Following consideration, the Committee agreed to affirm the Chief Officer's confirmation as the Standards Officer for the Health & Social Care Partnership Board by the Standards Commission for Scotland.

CARE INSPECTORATE REPORTS FOR CHILDREN & YOUNG PEOPLE'S SERVICES OPERATED BY WEST DUNBARTONSHIRE COUNCIL

A report was submitted by the Head of Children's Health, Care and Criminal Justice providing information on the most recent inspection report for the Council's own residential services for children and young people.

After discussion and having heard the Chief Officer and the Head of Children's Health, Care and Criminal Justice in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) that the undernoted additional sentence be included in paragraph 3 at Section 5.2 of the report to provide clarity in relation to the Care Inspectorate's requirement from the inspection:-

'The children still placed at the Children's House were spoken to by the Care Inspectorate';

- (2) to otherwise note the content of this report and the work undertaken and planned to ensure grades awarded reflect the quality levels expected by the Council; and
- (3) to note that all future Care Inspectorate reports would be submitted to the Committee at the earliest possible opportunity.

CARE INSPECTORATE REPORTS FOR OLDER PEOPLE'S CARE HOMES OPERATED BY INDEPENDENT SECTOR IN WEST DUNBARTONSHIRE

A report was submitted by the Head of Strategy, Planning & Health Improvement providing a routine update on the most recent Care Inspectorate assessments for an independent sector residential older peoples' Care Home located within West Dunbartonshire.

After discussion and having heard the Head of Strategy, Planning and Health Improvement and in further explanation of the report and in answer to Members questions, the Committee agreed to note the content of the report.

CARE INSPECTORATE REPORT FOR SUPPORT SERVICES OPERATED BY THE INDEPENDENT SECTOR IN WEST DUNBARTONSHIRE

A report was submitted by the Head of Strategy, Planning & Health Improvement providing a routine update on the most recent Care Inspectorate assessments for seven independent sector support services operating within the West Dunbartonshire area.

After discussion and having heard the Chief Officer and other officers in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to congratulate staff at the West End Project – Dumbarton on maintaining excellent inspection grades for each of the services inspected;
- (2) to note the work undertaken to ensure grades awarded reflect the quality levels expected by the Council; and
- (3) otherwise to note the content of the report.

SCOTTISH GOVERNMENT HEALTH AND CARE EXPERIENCE SURVEY 2015/16

A report was submitted by the Head of Strategy, Planning & Health Improvement providing information on the recently published Scottish Government Health and Care Experience Survey 2015/16.

After discussion and having heard the Chief Officer and the Head of Strategy, Planning & Health Improvement in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note the publication of the national overview report and the findings for West Dunbartonshire; and
- (2) otherwise to note the content of the report.

INTERNAL AUDIT ANNUAL REPORT TO 31 MARCH 2016

A report was submitted by the Chief Financial Officer:-

- (1) advising of the work undertaken by Internal Audit in respect of the Annual Audit Plan 2015/16;
- (2) advising of the contents of the Assurance Statement given to the Chief Financial Officer in support of the Statement of Internal Financial Control/Governance Statement; and
- (3) outlining how audit assurances are obtained.

After discussion and having heard the Chief Officer and the Chief Internal Auditor in further explanation of the report and in answer to Members' questions, the Committee agreed to note the contents of the report.

DRAFT STATEMENT OF ACCOUNTS 2015/2016

A report was submitted by the Chief Financial Officer providing information on the draft Annual Accounts for 2015/2016 and highlighting matters of interest.

After discussion and having heard the Chief Financial Officer in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note the contents of the report and the draft Final Accounts, subject to the understanding that the draft accounts may change depending upon the audit;
- (2) to note that a full report on the audited accounts would be submitted to the Health & Social Care Partnership Board in November 2016; and
- (3) that authority be delegated to the Audit Committee to formally approve the audited accounts at its meeting on 14 September 2016, prior to submission to the Accounts Commission by 30 September 2016 in line with the approved Terms of Reference.

DRAFT INTERNAL AUDIT PLAN 2016/17

A report was submitted by the Chief Financial Officer advising of the planned programme of audit work for the year 2016/2017.

After discussion and having heard the Audit and Risk Manager in further explanation of the report and in answer to Members' questions, the Committee agreed to approve the Audit Plan for 2016/2017.

FUTURE MEETINGS

Members agreed the undernoted dates for future meetings of the Audit Committee:-

- (1) Wednesday, 14 September 2016 at 10.00 a.m. in Committee Room 3, Council Offices, Garshake Road, Dumbarton G82 3PU.
- (2) Wednesday, 7 December 2016 at 2.00 p.m. in Committee Room 3, Council Offices, Garshake Road, Dumbarton G82 3PU.
- (3) Wednesday, 22 March 2017 at 10.00 a.m. in Committee Room 3, Council Offices, Garshake Road, Dumbarton G82 3PU.

The meeting closed at 3.50 p.m.