

## **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 Committee Room 3, Council Offices, Garshake Road, Dumbarton, on Wednesday, 30 September 2015 at 2.00 p.m.

**Present:** Councillors Gail Casey, Jonathan McColl and Martin Rooney, West Dunbartonshire Council; Ms Ros Micklem (Chair), and Mr Allan Macleod, Non-Executive Members, NHS Greater Glasgow & Clyde Health Board.

**Attending:** Keith Redpath, Chief Officer; Jean Middleton, Chief Financial Officer; Chris McNeill, Head of Community Health & Care Services; Soumen Sengupta, Head of Strategy, Planning and Health Improvement; Jackie Irvine, Head of Children's Health, Care and Community Justice; Colin McDougall, Audit & Risk Manager and Nuala Borthwick, Committee Officer, West Dunbartonshire Council.

### **Also**

**Attending:** Elaine Boyd, Senior Audit Manager and Laurence Slavin, Senior Audit Manager, Audit Scotland; and Non-Voting Members -Wilma Hepburn, Professional Nurse Advisor for the Health & Social Care Partnership and Barbara Barnes, Co-Chair of the West Dunbartonshire HSCP Public Engagement Forum and Chair of the HSCP's Locality Engagement Network for the Alexandria & Dumbarton area.

**Apology:** An apology for absence was intimated on behalf of Dr Heather Cameron.

**Ros Micklem in the Chair**

## **WELCOME AND INTRODUCTIONS**

The Chair welcomed everyone present to the inaugural meeting of the West Dunbartonshire Health & Social Care Partnership Board Audit Committee and thereafter introductions were made around the table.

## **DECLARATION OF INTEREST**

Councillor Casey declared an interest in the report entitled, 'Care Inspectorate Reports for Support Services operated by Independent Sector Providers in West Dunbartonshire', given that she is a Board Member of Dalmuir Park Housing Association. Thereafter, Councillor Casey intimated that she would take part in the discussions thereon.

## **AUDIT COMMITTEE TERMS OF REFERENCE**

A report was submitted by the Chief Financial Officer on the proposed Terms of Reference for the Audit Committee.

Having heard the Chief Officer, the Chief Financial Officer and the Head of Strategy, Planning and Health Improvement in further explanation of the report and in answer to Members' questions, it was agreed:-

- (1) to approve the proposed Terms of Reference for the Audit Committee subject to the addition of the undernoted wording at paragraph 5.2, and subject to agreement with the Chair :-

“That the Chief Officer and the Chief Financial Officer will bring detailed reports to the Audit Committee on performance and delivery of services for scrutiny by Members as and when requested to do so by the Committee”;

- (2) that a review of the Terms of Reference would be submitted to a meeting of the Audit Committee in 6 months to enable Members to consider any additional cost implications associated with the system of internal financial control to the Audit Committee; and
- (3) that the financial costs associated with the external audit service provided by Audit Scotland to the Partnership Board be confirmed and provided to the Audit Committee at a future meeting.

## **INTERNAL AUDIT OPERATIONAL AGREEMENT**

A report was submitted by the Chief Financial Officer presenting the proposed Operational Agreement for the West Dunbartonshire Health & Social Care Partnership Board's Internal Audit Service.

Having heard the Chief Financial Officer and Audit & Risk Manager in further explanation of the report and in answer to Members' questions, the Committee agreed to approve the proposed Internal Audit Operational Agreement.

## **DRAFT STRATEGIC RISK REGISTER**

A report was submitted by the Head of Strategy, Planning and Health Improvement presenting the first Strategic Risk Register in draft for the new Partnership.

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

- (1) to endorse the draft Strategic Risk Register for recommendation to the West Dunbartonshire Health and Social Care Partnership at its meeting on 18 November 2015; and

- (2) that Members were required to identify the risks in place and the consequence of these risks; and
- (3) that, having reviewed the content of the Risk Register, that individual risk assessment reports be submitted to the meeting of the Partnership Board on 18 November 2015, for the undernoted risks:-
  - (a) Risk 2 – Failure to monitor and ensure the wellbeing of people in independent or West Dunbartonshire Council residential care facilities;
  - (b) Risk 6 – Failure of NHS Greater Glasgow & Clyde-wide MSK Physiotherapy Service to meet nationally determined waiting time target by end of March 2016; and
- (4) it was noted that individual risk assessment reports would be submitted to future meetings of the Board, with particular reference having been made to Risk 3 – Failure to deliver efficiency savings and targets and operate within allocated budgets and Risk 4 – Failure to plan and adopt a balanced approach to manage additional unscheduled care pressures and business continuity challenges that are faced in winter.

#### **CARE INSPECTORATE REPORT FOR OLDER PEOPLE'S RESIDENTIAL CARE SERVICES OPERATED BY WEST DUNBARTONSHIRE COUNCIL**

A report was submitted by the Head of Community Health and Care providing information on the most recent inspection reports for two of the Council's Older People's Residential Care Home Services.

Following discussion and having heard the Chief Officer and the Head of Community Health and Care in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note the work undertaken to ensure the grades awarded reflect the quality levels expected;
- (2) that all action plans submitted to the Care Inspectorate in response to inspection report will be submitted to the Audit Committee for information following publication of Care Inspectorate reports are published; and
- (3) otherwise to note the contents of the report.

#### **CARE INSPECTORATE REPORTS FOR SUPPORT SERVICES OPERATED BY THE INDEPENDENT SECTOR IN WEST DUNBARTONSHIRE**

A report was submitted by the Head of Strategy, Planning and Health Improvement on the most recent inspection reports for two of the Council's Older People's Residential Care Home Services.

Having heard the Head of Community Health & Care and the Head of Strategy, Planning and Health Improvement in further explanation of the report and in answer to Members' questions, it was agreed:-

- (1) to note the work undertaken to ensure the grades awarded reflect the quality levels expected;
- (2) that all action plans submitted to the Care Inspectorate in response to inspection report will be submitted to the Audit Committee for information following publication of Care Inspectorate reports are published; and
- (3) otherwise to note the contents of the report.

### **FORTHCOMING AUDIT SCOTLAND REPORTS**

A report was submitted by the Head of Strategy, Planning and Health Improvement providing information on two national audits that have been initiated by Audit Scotland that are of direct relevance to the work of the Health & Social Care Partnership.

Having heard the Head of Strategy, Planning and Health Improvement and the in further explanation of the report and in answer to Members' questions, the Audit Committee agreed to:-

- (1) note the Audit Scotland work being undertaken with respect to health and social care integration; and changing models of health and social care; and
- (2) direct the Chief Officer to bring a report to the Audit Committee on each of the above once the final reports are published.

### **FUTURE MEETINGS**

The Board agreed the undernoted dates, times and venues for future meetings:-

Wednesday, 13 January 2016 at 2.00 p.m. in Committee Room 3, Council Offices, Garshake Road, Dumbarton G82 3PU

Wednesday, 23 March 2016 at 10.00 a.m. in Committee Room 3, Council Offices, Garshake Road, Dumbarton G82 3PU

Wednesday, 15 June 2016 at 2.00 p.m. in Committee Room 3, Council Offices, Garshake Road, Dumbarton G82 3PU

The meeting closed at 3.40 p.m.