

WEST DUNBARTONSHIRE HEALTH AND 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 Thursday 22 June 2017 at 10.00 a.m.

Present: Allan MacLeod (Chair), Councillor Marie McNair (Vice Chair), Bailie Denis Agnew, Councillor John Mooney, and Rona Sweeney.

Attending: Julie Slavin, Chief Financial Officer; Serena Barnett, Head of People and Change; Julie Lusk, Head of Mental Health, Learning Disability and Addictions; Chris McNeill, Head of Community Health and Care; Soumen Sengupta, Head of Strategy, Planning and Health Improvement; Annie Ritchie, Fieldwork Services Manager – Children and Families; Colin McDougall, Chief Internal Auditor; Allan White, Senior Social Worker, Health & Social Care Partnership and Nuala Borthwick, Committee Officer (West Dunbartonshire Council).

Apologies: An apology for absence was intimated on behalf of Heather Cameron.

Allan MacLeod in the Chair

VARIATION IN ORDER OF BUSINESS

Having heard the Chair, Mr MacLeod, the Committee agreed that the order of business be varied as hereinafter minuted.

DECLARATIONS OF INTEREST

Councillor McNair declared a financial interest in the item under the heading 'Care Inspectorate Reports for Support Services operated by the Independent Sector in West Dunbartonshire' being a part-time employee with Key Community Supports, Dunbartonshire.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Health & Social Care Partnership Audit Committee held on 7 December 2016 were submitted and approved as a correct record.

COMMITTEE ACTION LIST

A note of the Audit Committee's Action List was submitted for consideration and comment.

Having heard from both the Chair and the Head of Strategy, Planning and Health Improvement in relation to the two outstanding actions, it was noted:-

- (1) that in relation to Action 1, the new national public health framework was due to be published in summer 2017 and thereafter, a report on its findings would be submitted to the Audit Committee; and
- (2) that, in relation to Action 2, now that the HSCP Board local Code of Good Governance was approved and the new external audit team were in place, development discussions would be taken forward with respect to a potential IJB governance checklist.

INTERNAL AUDIT ANNUAL REPORT FOR YEAR ENDED 31 MARCH 2017

A report was submitted by the Chief Internal Auditor providing the Chief Internal Auditor's Annual Report for 2016/17 which contains an independent opinion on the adequacy and effectiveness of West Dunbartonshire's Health and Social Care Partnership Board's internal control environment that can be used to inform its Governance Statement.

After discussion and having heard the Chief Financial 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.

UNAUDITED ANNUAL REPORT AND ACCOUNTS 2016/2017

A report was submitted by the Chief Financial Officer seeking approval of the unaudited annual report and accounts for the HSCP covering the period 1 April 2016 to 31 March 2017 and outlining the legislative requirements and key stages.

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 approve the 2016/17 unaudited annual report and accounts subject to:-
 - (a) the inclusion within the Governance Statement, of an explanation around the legacy issue of the £3.6m reduction in the 2017/18 budget allocation across all HSCPs legacy budget from NHS Greater Glasgow and Clyde for 2015/16;
 - (b) minor amendments and the inclusion of footnotes to provide explanation and clarity in relation to certain technical accounting language used in the report; and

- (2) to note that the annual report and accounts would be subject to audit review; and
- (3) to note that the HSCP Board on 23 August 2017 would be recommended to delegate authority to the Audit Committee to formally approve the audited accounts on 20 September 2017, prior to submission to the Accounts Commission by 30 September 2017 in line with the approved Terms of Reference.

AUDIT PLAN PROGRESS REPORT

A report was submitted by the Chief Internal Auditor providing an update on:-

- (1) the planned programme of audit work for the year 2016/17 in terms of the internal audit work undertaken at West Dunbartonshire Council and NHS Greater Glasgow and Clyde that may have an impact upon the West Dunbartonshire Health & Social Care Partnership; and
- (2) the agreed actions from the audit of the Partnership Board's Governance, Performance and Financial Management Arrangements.

After discussion and having heard the Chief Internal Auditor in further explanation of the report and in answer to Members' questions, the Committee agreed to note the progress made in relation to the Audit Plan for 2016/17.

CARE INSPECTORATE REPORT FOR THROUGH-CARE AND AFTER-CARE: ADULT PLACEMENT SERVICE

A report was submitted by the Chief Officer providing information on the unannounced inspection of the Throughcare Adult Placement Service on 21 December 2016 which took place over 3 days and was published on 3 February 2017.

After discussion and having heard the Manager – Looked After Children in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) that the Chair, on behalf of the Partnership Board, would write to the management and staff of the Throughcare and Aftercare: Adult Placement Service who had been awarded Grade 6 for the two themes inspected, to congratulate them on the excellent quality of care provided to service users in West Dunbartonshire;
- (2) to note that there were no requirements or recommendations from this inspection with the service retaining its previous excellent grades; and

- (3) to congratulate staff on their fantastic achievement in receiving very positive reports from the Care Inspectorate for each of the services covered in the report.

CARE INSPECTORATE REPORT FOR CHILDREN AND YOUNG PEOPLE'S SERVICES OPERATED BY WEST DUNBARTONSHIRE HEALTH & SOCIAL CARE PARTNERSHIP

A report was submitted by the Chief Officer providing information on the most recent inspection reports for Blairvadach Residential Children's House and Burnside Residential Children's House.

After discussion and having heard the Fieldwork Services Manager – Children and Families in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to congratulate staff on their fantastic achievement in receiving very positive reports from the Care Inspectorate for each of the services covered in the report;
- (2) to congratulate the management and staff at Burnside Residential Children's House on receiving the prestigious 'Scottish Institute of Residential Child Care Team of the Year Award' for being able to demonstrate innovative, sector leading practice, as nominated by the young people of Burnside; and
- (3) that the Chair, on behalf of the Partnership Board, would write to the management and staff at both Blairvadach and Burnside Residential Children's Houses to congratulate them on the high quality levels of care provided to service users in West Dunbartonshire.

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 two independent sector residential older peoples' Care Homes located within West Dunbartonshire.

After discussion, the Committee agreed to note the content 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 & Health Improvement providing a routine update on the most recent Care Inspectorate assessments for sixteen independent sector support services operating within the West Dunbartonshire area.

After discussion and having heard the Head of Strategy, Planning & Health Improvement, the Head of Mental Health, Learning Disability and Addictions 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 grades awarded reflect the quality levels expected by the Council; and
- (2) to note the content of the report.

CARE INSPECTORATE REPORTS 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 one of the Council's Older People's Residential Care Home Services.

After discussion and having heard 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 grades awarded reflect the quality levels expected by the Council; and
- (2) to note the successful transition of residents to the new Dumbarton Care home.

CARE INSPECTORATE REPORTS FOR CARE AT HOME 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 all three of the Council's Care at Home Services.

After discussion and having heard 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 grades awarded reflect the quality levels expected; and
- (2) to otherwise note the content of the report.

RECORDS MANAGEMENT PLAN – UPDATE

A report was submitted by the Head of Strategy, Planning & Health Improvement providing an update on the Partnership Board's requirement to prepare a Records Management Plan (RMP).

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

- (1) that a further report providing an update on RMP would be submitted to a future meeting once an invitation had been received from the Keeper of the Records of Scotland requesting the submission of a Records Management Plan; and
- (2) to otherwise note the content of the report.

CLIMATE CHANGE REPORTING AND INTEGRATION JOINT BOARDS

A report was submitted by the Head of Strategy, Planning & Health Improvement providing an update on the Partnership Board's requirement to prepare a Climate Change Report.

After discussion and having heard the Head of Strategy, Planning & Health Improvement in further explanation of the report, the Committee agreed:-

- (1) that the Head of Strategy, Planning & Health Improvement would prepare a Climate Change Report for presentation and approval at a future meeting of the Partnership Board; and
- (2) to otherwise note the content of the report.

NHSGGC ORAL HEALTH DIRECTORATE REPORT FOR WEST DUNBARTONSHIRE (2016)

A report was submitted by the Head of Strategy, Planning & Health Improvement providing information on the NHS Greater Glasgow and Clyde Oral Health Directorate's most recent performance report for West Dunbartonshire.

After discussion and having heard the Head of Strategy, Planning & Health Improvement, the Head of Mental Health, Learning Disability and Addictions 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 NHSGGC Oral Health Directorate's report for West Dunbartonshire and the ongoing partnership working with the Oral Health Directorate;

- (2) to endorse the recommendations for action by the Oral Health Directorate within the report; and
- (3) to invite the General Manager, Oral Health Directorate to a future meeting of the Audit Committee to discuss the performance report generally and measures to tackle the current oral health picture locally.

LOCAL GOVERNMENT BENCHMARKING FRAMEWORK 2015/16

A report was submitted by the Head of Strategy, Planning & Health Improvement advising of the recently published Local Government Benchmarking Overview report for 2015/16 and the social care indicators within it.

After discussion and having heard the Head of Strategy, Planning & Health Improvement 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 publication of the national overview report, and specifically the indicators concerned with social care services; and
- (2) that a detailed report on Self-Directed Support in the West Dunbartonshire area and how it compares with other areas would be submitted to a future meeting prior to the Care Inspectorate's report on the review of Self-Directed Support across the whole of Scotland.

Note: Rona Sweeney left the meeting at this point.

ALCOHOL AND DRUG PARTNERSHIPS - A REPORT ON THE USE AND IMPACT OF THE QUALITY PRINCIPLES THROUGH VALIDATED SELF-ASSESSMENT

A report was submitted by the Head of Strategy, Planning & Health Improvement providing information on the Care Inspectorate's national report entitled 'Alcohol and Drug Partnerships: A report on the use and impact of Quality Principles through validated self-assessment'.

After discussion and having heard the Head of Strategy, Planning & Health Improvement and the Head of Mental Health, Addictions and Learning Disability in further explanation of the report and in answer to Members' questions, the Committee agreed to note the terms of the national report by the Care Inspectorate on Alcohol and Drug Partnerships.

DATES OF FUTURE MEETINGS

Members agreed the undernoted dates, times and venues for future meetings of the Audit Committee and that the venue for future meetings would alternate between Clydebank and Dumbarton:-

- (1) Wednesday, 20 September 2017 at 2.00 p.m. in Council Chamber, Clydebank Town Hall, Dumbarton Road, Clydebank G81 1UA
- (2) Wednesday, 13 December 2017 at 2.00 p.m. in Committee Room 3, Council Offices, Garshake Road, Dumbarton

The meeting closed at 11.50 a.m.