

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 the Council Chamber, Clydebank Town Hall, Dumbarton Road, Clydebank, on Wednesday 14 March 2018 at 2.00 p.m.

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

Attending: Beth Culshaw, Chief Officer of the Health & Social Care Partnership; Julie Slavin, Chief Financial Officer; Jo Gibson, Head of Community Health and Care; Jackie Irvine, Head of Children's Health, Care and Criminal Justice Services; Wendy Jack, Interim Head of Strategy, Planning and Health Improvement; Julie Lusk, Head of Mental Health, Addictions and Learning Disability; Colin McDougall, Chief Internal Auditor; Serena Barnatt, Head of People and Change and Nuala Quinn-Ross, Committee Officer.

Also Attending: Carol Hislop, Senior Audit Manager; Zahrah Mahmood, Senior Auditor; Audit Scotland and Frances McLinden, General Manager and Lead Officer for Dental Services NHS GG&C Oral Health Directorate.

Apologies: An apology for absence was intimated on behalf of Audrey Thompson.

Allan MacLeod in the Chair

DECLARATIONS OF INTEREST

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

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Health & Social Care Partnership Board Audit Committee held on 20 September 2017 were submitted and approved as a correct record.

PRESENTATION BY THE GENERAL MANAGER AND LEAD OFFICER FOR DENTAL SERVICES NHS GG&C ORAL HEALTH DIRECTORATE

A presentation was provided by Frances McLinden, General Manager and Lead Officer for Dental Services NHS GG&C Oral Health Directorate on the measures to tackle the current oral health picture locally.

Ms McLinden highlighted areas where progress had been made and where challenges remain to improve oral health and reduce inequalities for the population of West Dunbartonshire.

Ms McLinden advised that oral health in West Dunbartonshire remained poor and year on year improvements had not been at a level found elsewhere in the NHS GG&C. It was noted that registration of very young children (0-2 years) with an NHS dentist remained low within West Dunbartonshire and that this needed to be addressed.

Ms McLinden advised that to meet oral health targets would require continued partnership working and community development with colleagues in WD HSCP and elsewhere.

Ms McLinden highlighted some of the services available throughout the area, including a fluoride varnishing programme and the out of hours provision, and spoke about the many initiatives which were already being carried out within West Dunbartonshire including the Childsmile campaign.

Ms McLinden also advised that the Scottish Government would be launching a Challenge Fund, where local authority areas could bid for funding for initiatives to help improve oral health in their area, and offered to assist in completing bid funding applications.

The Chair, thanked Ms McLinden for her very informative presentation and the Committee agreed that the Interim Head of Strategy, Planning and Health Improvement would devise an action plan for the consideration of the WD HSCP Board to identify possible initiatives and best practices from other local authorities.

ADJOURNMENT

Having heard the Chair, Allan MacLeod, the Committee agreed to a short adjournment.

The meeting resumed at 2.57 p.m. with all those Members noted in the sederunt being present.

CHAIR'S REMARKS

The Chair, Allan MacLeod, invited the Chief Officer and the Chief Financial Officer to address the Committee to provide an update on the potential budget position for 2018/19.

The Chief Officer advised that:-

- West Dunbartonshire Council, at its budget meeting on 5 March 2018, withdrew its £1.6 million saving option for the WD HSCP.
- The WD HSCP consultation had gone live on 6 March 2018 as a web based consultation, for a period of 4 weeks. Groups wishing to discuss the consultation were offered the opportunity to meet and discuss.
- There were still challenges to the budget, including prescribing costs and work was ongoing with GPs and Prescribing Support Pharmacists to proactively address both current and future pressures. .

The Chief Financial Officer advised that:-

- It was anticipated that the financial offer from the Health Board would be received in the next few days.
- Prescribing costs would continue to be an issue due to manufacture short supply problems.
- The initial projected 2018/19 Prescribing pressure of approximately of £1 million for HSCP Health Care Budget, predicted in February 2018, had reduced significantly in the last few weeks and is now anticipated to likely be in the region of between £600,000 to £700,000 and she would be in a position to provide an update on this in August 2018.
- A detailed report on the budget for 2018/19 would be presented to the WD HSCP at its meeting in May 2018.

COMMITTEE ACTION LIST

Having heard the chair, the Committee agreed to the circulation of an updated Committee Action List, which was then provided to those members present as is shown as Appendix 1 to these minutes.

The Chief Financial Officer advised that on 6 March the Keeper of Records for Scotland had advised that they would be requesting the submission of a Records Management Plan, to be submitted in January 2019.

AUDIT PLAN 2017/18 PROGRESS REPORT AND AUDIT PLAN 2018/19

A report was submitted by the Chief Internal Auditor:-

- (a) providing an update on the planned programme of audit work for the year 2017/18;
- (b) advising on the progress on the agreed actions from the audit of the Partnership Board's Governance, Performance and Financial Management arrangements;
- (c) advising on the progress on the agreed actions arising from the Annual report to the IJB and the Controller of Audit for the financial year ended 31 March 2017 from the External Auditors, Audit Scotland; and
- (d) providing details of the planned programme of work for 2018/19.

After discussion and having heard the Chief Internal Auditor and the Senior Audit Manager, Audit Scotland in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note the progress made in relation to the Audit Plan for 2017/18; and
- (2) to approve the Audit Plan for 2018/19.

2017/18 ANNUAL ACCOUNTS AUDIT PROCESS

A report was submitted by the Chief Financial Officer providing an overview of the preparation of the 2017/18 Annual Accounts of the HSCP Board identifying legislative requirements and key stages.

The Chief Financial Officer was heard in further explanation of the report. Thereafter the Committee agreed:-

- (1) to note the contents of the report; and
- (2) that a report be presented to the HSCP Board on 2 May 2018, seeking delegated authority for the Audit Committee to approve the unaudited annual accounts, including the annual governance statement for submission to the HSCP Board's external auditors, Audit Scotland, by 30 June 2018.

AUDIT SCOTLAND: WEST DUNBARTONSHIRE INTEGRATED JOINT BOARD ANNUAL AUDIT PLAN 2017/18

A report was submitted by the Chief Financial Officer presenting the Annual Audit Plan produced by the IJB's external auditors, Audit Scotland, for the audit of the financial year ending 31 March 2018.

After discussion and having heard the Chief Financial Officer and the Senior Auditor, Audit Scotland in further explanation of the report and in answer to Members' questions, the Committee agreed to note the Audit Scotland's 2017/18 draft Audit Plan.

AUDIT SCOTLAND REPORT ON NHS IN SCOTLAND 2017

A report was submitted by the Interim Head of Strategy, Planning Health & Improvement advising on the recently published Audit Scotland report on the NHS in Scotland 2017.

The Interim Head of Strategy, Planning & Health Improvement was heard in further explanation of the report. Thereafter the Committee agreed to note the findings of the Audit Scotland report.

COMPLAINTS HANDLING PROCEDURES - CONFIRMATION OF COMPLIANCE

A report was submitted by the Interim Head of Strategy, Planning & Health Improvement presenting confirmation from the Scottish Public Services Ombudsman that the approved Health & Social Care Partnership Board Complaints Handling Procedure is fully compliant with the Requirements of the Scottish Government and Associated Public Authorities Model CHP.

After discussion and having heard the Interim Head of Strategy, Planning & Health Improvement in further explanation of the report and in answer to a Members' question, the Committee agreed to note the Scottish Public Services Ombudsman's confirmation of compliance.

CARE INSPECTORATE REPORTS FOR OLDER PEOPLE'S RESIDENTIAL CARE SERVICES OPERATED BY WEST DUNBARTONSHIRE HEALTH AND SOCIAL CARE PARTNERSHIP

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

After discussion and having heard the Head of Community Health and Care Services in further explanation of the report and in answer to a Member's question, the Committee agreed to note the contents of the report and the work undertaken to ensure grades awarded reflect the quality levels expected.

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

A report was submitted by the Contracts & Commissioning Officer providing a routine update on the most recent Care Inspectorate assessments for one independent sector residential older people's Care Home located within West Dunbartonshire.

The Committee agreed to note the contents of the report.

CARE INSPECTORATE REPORT FOR CHILDREN & YOUNG PEOPLE'S SERVICES OPERATED BY WEST DUNBARTONSHIRE HSCP

A report was submitted by the Head of Children's Health, Care and Criminal Justice providing information on the most recent inspection report for Craigellachie Residential Children's House.

Having heard the Head of Children's Health, Care and Criminal Justice in further explanation of the report, the Committee agreed to note the contents of the report and the work undertaken to ensure grades awarded reflect the high quality levels expected by the HSCP.

CHAIR'S REMARKS

The Chair, Allan MacLeod, invited the Chief Officer to address the Committee on staffing during the recent Red Weather Warning.

The Chief Officer advised:-

- That many staff stayed at their workplace after their shift had ended to assist where colleagues were unable to attend.
- Many staff had gone above and beyond the call of duty to help residents.
- Partnership working was invaluable, in particular working with colleagues within the Roads Department.
- Senior Managers had been asked to provide names of individuals and the Chief Officer would write to them personally to thank them.
- A debriefing session would be held with Senior Managers to assess the situation.
- Business Continuity plans would be reviewed.

Thereafter, the Committee agreed to acknowledge the commitment and dedication to continue providing services in such exceptional circumstance by HSCP staff and third parties.

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

A report was submitted by the Contracts & Commissioning Officer providing a routine update on the most recent Care Inspectorate assessments for seven independent sector support services operating within the West Dunbartonshire area.

The Committee agreed to note the contents of the report.

WORK UNDERTAKEN TO IMPROVE GRADES AT DUNN STREET RESPITE SERVICE

A report was submitted by the Head of Mental Health, Addictions and Learning Disability providing an update of the work being undertaken to support the improvement of Care Inspectorate Grades of Dunn Street Respite Care Unit Clydebank.

After discussion and having heard the Head of Mental Health, Addictions and Learning Disability in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note the work being undertaken to support Quarriers to make improvements with their clinical and care governance processes and standards of care delivery; and
- (2) that a further report, providing an update on progress be submitted to the next meeting of the Committee.

ARE THEY INVOLVING US? INTEGRATION AUTHORITIES' ENGAGEMENT WITH STAKEHOLDERS - A REPORT BY THE SCOTTISH PARLIAMENT HEALTH AND SPORT COMMITTEE REPORT

A report was submitted by the Interim Head of Strategy, Planning & Health Improvement advising on a recent report published by the Scottish Parliament Health and Sport Committee, and the Cabinet Secretary's formal response to it.

The Interim Head of Strategy, Planning & Health Improvement was heard in further explanation of the report. Thereafter, the Committee agreed to note the contents of the report.

LOOKING AHEAD TO THE SCOTTISH GOVERNMENT HEALTH AND SPORT DRAFT BUDGET 2018-19: A CALL FOR GREATER TRANSPARENCY

A report was submitted by the Chief Financial Officer advising on a report published by the Scottish Parliament Health and Sport Committee on 13 November 2017 and the Cabinet Secretary for Health and Sport related responses.

The Chief Financial Officer was heard in further explanation of the report and in answer to a Member's question. Thereafter, the Committee agreed:-

- (1) to note the contents of the report; and
- (2) the commitment made to work together with Integration Authorities (IAs) and their partners to increase transparency around budgets and financial performance.

PROVISION OF TAXI SERVICES FOR NON-SCHEDULED AND SCHEDULED TAXI JOURNEYS FOR THE HEALTH AND SOCIAL CARE PARTNERSHIP

A report was submitted by the Contracts & Commissioning Officer seeking approval to proceed to a re-tendering process to secure Taxi Services for non-scheduled and scheduled taxi journeys to predominately support the Health and Social Care Partnership services, as part of a co-ordinated arrangement between West Dunbartonshire Council and the Health Board.

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

- (1) that a tender exercise in line with European legislation and Council Standing Orders involving a Dynamic Purchasing System (DPS) be advertised in the Official Journal of the European Union (OJEU) and Public Contracts Scotland to obtain non-scheduled and scheduled taxi journeys for Council and Health Board premises located in the West Dunbartonshire area, for an initial fixed 5 year period with a further potential 5 years agreed on a year by year decision;
- (2) that authority be delegated to the Chief Officer of the Health and Social Care Partnership, to accept the most economically advantageous tender/s received and appoint a successful tenderer or tenderers; and
- (3) that at the end of the fixed agreement period, the Chief Officer of the Health and Social Care Partnership should review the position and consider whether to extend the contract for a maximum of a further additional 5 year period on a year by year decision.

The meeting closed at 4.24 p.m.

**WEST DUNBARTONSHIRE HEALTH & SOCIAL CARE PARTNERSHIP
AUDIT COMMITTEE
COMMITTEE ACTION LIST- updated 28 February 2018**

Meeting Date - 23 March 2016					
No.	Action required	Date to be completed	Responsible Officer	Comments	Completed
1.	<p>Equality Act 2010 Mainstreaming Report</p> <p>A report on the range of vulnerable and socio-economic groups as well as protected characteristics be provided to the next meeting of the Audit Committee to enable members to consider marginalised groups other than those required by the Equality Act 2010.</p> <p>Public Health and Health Inequalities Report – will address socio-economic factors</p>	HSCP Board – 2nd May 2018	Head of Strategy, Planning and Health Improvement /	<p>Update February 2018 HSCP has a statutory duty to publish an update to the Mainstream report by 30 April 2018. A paper will be presented to the 2 May 2018 HSCP Board.</p> <p>The National Public Health Priorities and NHS Health Scotland Publication were postponed nationally and have not been published as yet. New timescales from Scottish Government for the National Public Health priorities are to be published by Spring 2018. NHS Health Scotland document is planned to be published next month.</p> <p>The new NHSGGC Public Health Strategy is planned to go to the NHSGGC Board March 2018. A paper on the NHSGGC Public Health Strategy will be presented to the 2 May 2018 HSCP Board incorporating any published national reports (as above) within this paper.</p>	
Meeting Date – 7 December 2016					
No.	Action required	Date to be completed	Responsible Officer	Comments	Completed
2.	Audit Scotland Reports on Local Government in Scotland 2016	June 2018	Head of Strategy, Planning and Health Improvement	<p>Update – June 2017 Officers prioritised development of the local Code of Good Governance to HSCP Board, as that</p>	

	<p>It was agreed that the Senior Audit Manager, Audit Scotland and the Head of Strategy, Planning and Health Improvement should collaborate to develop a checklist specific to Members of the integration authorities, to enable Members to reflect upon the questions posed in respect of the totality of the Partnership Board's resources and arrangements for health and social care.</p>		/ Audit Scotland	<p>would usefully provide logical parameters for this work with external auditors. Also, felt prudent not to initiate this development prior to changes to the Audit Scotland team assigned to the HSCP Board. Now that HSCP Board local Code of Good Governance approved and new external audit team in place, developmental discussions will now be taken forward with respect to a potential IJB governance checklist.</p> <p>Update September 2017 Developing a checklist for members of IJB - to be discussed with Audit Scotland after completion of annual audit.</p> <p>Update March 2017 Initial meeting with Head of Strategy took place in December and Audit Scotland. Audit Scotland updated that they have not been asked by any other IJB to develop a checklist. Members could consider developing one at a forthcoming board information/development session?</p>	
--	---	--	------------------	--	--

Meeting Date – 22 June 2017

No.	Action required	Date to be completed	Responsible Officer	Comments	Completed
3.	RECORDS MANAGEMENT PLAN – UPDATE	2018	Head of Strategy, Planning and Health Improvement	An invitation has yet to be received from the Keeper of the Records of Scotland requesting the submission of a Records Management Plan. East Dunbartonshire IJB are working with KRS on a template that should be applicable to all partnerships. Updated March 2018.	
4.	CLIMATE CHANGE REPORTING AND INTEGRATION JOINT BOARDS	22 November 2017	Head of Strategy, Planning and Health Improvement	It was agreed that the Head of Strategy, Planning and Health Improvement would prepare a Climate Change Report for presentation and approval at a future meeting of the Partnership Board. Climate Change Report submitted to 22 November HSCP Board for approval and submission to SG.	22/11/2017

No.	Action required	Date to be completed	Responsible Officer	Comments	Completed
5.	NHS GGC ORAL HEALTH DIRECTORATE REPORT FOR WEST DUNBARTONSHIRE	14 March 2018	Head of Strategy, Planning and Health Improvement	<p>It was agreed 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.</p> <p>Update February 2018 – the General Manager, Oral Health Directorate will attend and present to the 14 March 2018 Audit Committee and update with most up-to-date performance.</p>	
6.	<p>LOCAL GOVERNMENT BENCHMARKING FRAMEWORK 2015/16</p> <p>AUDIT SCOTLAND – SELF DIRECTED SUPPORT 2017 PROGRESS REPORT (20 SEPTEMBER 2017)</p>	14 November 2018	Head of Strategy, Planning and Health Improvement	<p>Update: March 2018 The new Carers' Act provides the local authority with the power to provide support to carers. After assessment of the carers needs the authority should consider the carer has needs in relation to their caring role and have the power to decide if they intend to meet these through funded support. If they decide the carer is eligible the carer should be offered access to the 4 SDS options and the duties apply.</p> <p>We have taken this an opportunity to strengthen the key components of our local arrangements for the delivery of self directed support within the context of the Audit Scotland Report; Self-directed Support 2017: Progress Report on National implementation of SDS as well as within the proposed inspection programme focusing on, amongst other topics, self directed support.</p> <p>Working with the Audit Scotland Report, we will refresh our approach and consider the key messages from the report within our planned response and create revised SDS Guidance for front line staff across services.</p>	

Meeting Date – 20 September 2017

No.	Action required	Date to be completed	Responsible Officer	Comments	Completed
7.	LOCAL CODE OF GOOD GOVERNANCE REVIEW	20 June 2018	Chief Financial Officer	That an additional column be added to the Annual Review of Code of Good Governance – Summary, to include the total number of criteria per subsection for future reporting.	
8.	KEY SOURCES OF ASSURANCE FOR INTERNAL AUDIT ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2017	14 March 2018	Chief Financial Officer	<p>The Committee agreed to propose to NHS GGC that a clause relating to information sharing be written into future procurement agreements with providers of audit services.</p> <p>Update February 2018 – Chief Financial Officer has written to James Hobson, copy included within Item 6 of 14 March 2018 agenda.</p>	
9.	CARE INSPECTORATE REPORTS FOR SUPPORT SERVICES OPERATED BY THE INDEPENDENT SECTOR IN WEST DUNBARTONSHIRE	14 March 2018	Head of Community Health & Care Services/Head of Mental Health, Addictions and Learning Disability	<p>It was agreed that a report would be submitted to the next meeting, following engagement with the newly appointed Link Care Inspector, to provide re-assurance to Members on work being undertaken to improve grades at the independent sector support services, Dunn Street Respite Service and Sense Scotland.</p> <p>Update February 2018 – Report for Dunn Street is Item 16 14 March 2018 agenda.</p>	
10.	CARE INSPECTORATE REPORTS FOR OLDER PEOPLE'S RESIDENTIAL CARE SERVICES OPERATED BY WD HSCP	14 March 2018	Head of Community Health & Care Services	<p>It was agreed that a report with an action plan to improve Care Inspectorate grades at Mount Pleasant House would be presented to the next meeting of the Committee.</p> <p>Update February 2018 - Report is Item 15 of 14 March 2018 agenda.</p>	
11.	DRAFT STRATEGIC RISK REGISTER	22 November 2017	Head of Strategy, Planning and Health Improvement	It was agreed to endorse the updated draft Strategic Risk Register for onward recommendation to the WD HSCP Board at its next meeting on 22 November 2017.	22/11/2017