

## **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 Civic Space, Council Offices, 16 Church Street, Dumbarton, on Wednesday 20 June 2018 at 2.03 p.m.

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

**Attending:** Beth Culshaw, Chief Officer of the Health & Social Care Partnership; Julie Slavin, Chief Financial Officer; Serena Barnatt, Head of People and Change; 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; Lynne McKnight, Integrated Operations Manager – Care at Home and Nuala Quinn-Ross, Committee Officer.

\*Note:- Arrived later in the meeting.

**Also Attending:** Zahrah Mahmood, Senior Auditor and Marie McFadden, Trainee Auditor, Audit Scotland.

**Apologies:** Apologies for absence were intimated on behalf of Councillor John Mooney and Audrey Thompson.

**Allan MacLeod in the Chair**

### **DECLARATIONS OF INTEREST**

Councillor McNair declared an interest in Item 13 - Care Inspectorate Reports for Support Services Operated by the Independent Sector in West Dunbartonshire, being an employee of Key Housing.

### **MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of the Health & Social Care Partnership Board Audit Committee held on 14 March 2018 were submitted and approved as a correct record.

## **COMMITTEE ACTION LIST**

Having heard the Chief Financial Officer in further explanation of the Audit Committee's Action List, the Committee agreed to note the contents of the Action List.

## **VARIATION IN ORDER OF BUSINESS**

After hearing the Chair, Mr MacLeod, the Committee agreed that the business be varied as hereinafter minuted.

## **LOCAL CODE OF GOOD GOVERNANCE REVIEW**

A report was submitted by the Chief Financial Officer advising on the outcome of the annual self-evaluation exercise on the Board's compliance with its Code of Good Governance.

Having heard the Chief Financial Officer in further explanation of the report and in answer to a Members' question, the Committee agreed:-

- (1) to note the outcomes of the recent self-evaluation process undertaken and the updated Improvement Action Plan; and
- (2) to approve the new improvement actions identified to strengthen compliance with the adopted Governance Framework principles.

Note:- Jackie Irvine arrived during discussion on the above item of business.

## **INTERNAL AUDIT ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2018**

A report was submitted by the Chief Internal Auditor Annual providing 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.

Having heard 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 2017/18**

A report was submitted by the Chief Financial Officer providing an overview of the unaudited annual report and accounts for the HSCP Board for the period 1 April 2017 to 31 March 2018 and outlining the legislative requirements.

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 2017/18 unaudited annual report and accounts, subject to audit review;
- (2) that Councillors Gail Casey and Jonathan McColl be added to the table of Voting Board Members 2017/18, detailed within the unaudited annual report; and
- (3) to note that a recommendation would be submitted to the West Dunbartonshire Health and Social Care Partnership Board at its meeting of 8 August 2018 seeking delegated authority for the West Dunbartonshire Health and Social Care Partnership Board Audit Committee to formally approve the audited accounts at its meeting on 26 September 2018, prior to submission to the Accounts Commission, in line with the approved Terms of Reference.

## **AUDIT PLAN PROGRESS REPORT**

A report was submitted by the Chief Internal Auditor advising on progress made in relation to the Audit Plan for 2017/18 and other action plans.

After discussion and having heard officers 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 2017/18 and other action plans.

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

A report was submitted by the Chief Officer highlighting the recent excellent inspection results which the Throughcare and Aftercare Housing Support Service, had achieved.

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

- (1) to note that there were no requirements or recommendations from this inspection with the service managing to improve its previously 'very good' grades to 'excellent' grades;

- (2) that the Committees' appreciation be conveyed to all staff and young people involved in the inspection; and
- (3) to note that at the time of the previous validation inspection (March 2016), the inspection process at that time only allowed the service to retain its previous grades of "very good" (fives) but did not allow the opportunity for those grades to be improved on.

### **CARE INSPECTORATE REPORTS FOR OLDER PEOPLE'S RESIDENTIAL CARE SERVICES OPERATED BY WEST DUNBARTONSHIRE HSCP**

A report was submitted by the Integrated Operations Manager providing information on the most recent inspection reports for one of the Council's Older People's Residential Care Home Services.

The Integrated Operations Manager – Care at Home was heard in further explanation of the report and in answer to a Members' question. Thereafter the Committee agreed:-

- (1) to note the contents of the report; and
- (2) to note the work undertaken to ensure grades awarded reflect the quality levels expected.

### **CARE INSPECTORATE REPORTS FOR HOME CARE AND SHELTERED HOUSING SERVICES PROVIDED BY WEST DUNBARTONSHIRE HSCP**

A report was submitted by the Head of Health and Community Care providing information on recent inspection reports for Home Care and Sheltered Housing Services.

The Integrated Operations Manager – Care at Home was heard in further explanation of the report. Thereafter the Committee agreed:-

- (1) to note the contents of the report; and
- (2) to note the work undertaken to ensure the grades awarded reflect the levels of quality expected.

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

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

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

- (1) that officers would monitor the operations of Sunningdale Care Home; and
- (2) 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 Interim Head of Strategy, Planning & Health Improvement providing a routine up-date on the most recent Care Inspectorate inspection reports for ten independent sector support services operating within the West Dunbartonshire area.

After discussion and having heard the Interim Head of Strategy, Planning and Health Improvement and the Integrated Operations Manager – Care at Home in further explanation of the report and in answer to Members' questions, the Committee agreed to note the contents of the report.

### **UPDATE REPORT ON INDEPENDENT SECTOR PROVIDER SENSE**

A report was submitted by the Interim Head of Strategy, Planning & Health Improvement providing an update on the Care Inspectorate report for Independent sector provider "Sense Scotland" Graded "Adequate", and outlining the current status and any actions or activities in place to address this grading.

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

- (1) to note the work being undertaken to support Sense Scotland Supported Living Glasgow 1 & Surrounding Area to make improvements with meeting the assessed needs of the service user and the support and development of their staff; and
- (2) that a report be submitted to the next meeting of the Committee providing an update on the progress being made by Sense Scotland.

## **THE NEW NATIONAL HEALTH AND SOCIAL CARE STANDARDS**

A report was submitted by the Interim Head of Strategy, Planning & Health Improvement providing an overview of the new National Health and Social Care Standards implemented by the Scottish Government from 1st April 2018 and to highlight the preparatory work within the HSCP to prepare for the implementation of the new National Health and Social Care Standards.

Having heard the Head of Children's Health, Care and Criminal Justice Services and the Interim Head of Strategy, Planning and Health Improvement Head of Strategy, in further explanation of the report, the Committee agreed:-

- (1) to note the preparations made towards the implementation of the new National Health and Social Care Standards; and
- (2) that a further report be submitted to the Committee when the final quality framework is published by the Scottish Government.

## **SELF DIRECTED SERVICES**

A report was submitted by the Interim Head of Strategy, Planning & Health Improvement providing an update on progress to refresh Self Directed Services Guidance in terms of preparation for inspection and assurance of care and financial governance.

After discussion and having heard the Chief Officer and the Interim 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 contents of the report; and
- (2) that regular updates be provided as to progress on the refreshed Guidance and the assurance that care and financial governance will be in place; and
- (3) that once the refresh of the Self Directed Services Guidance was completed, it would be submitted to the next available meeting of either the Board of Committee.

## **RECORD MANAGEMENT PLAN UPDATE**

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

After discussion and having heard the Chief Financial Officer and the Interim 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 contents of the report; and
- (2) that a report presenting a further update would be submitted to a future meeting of the Committee, once an invitation had been received from the Keeper of Records requesting the submission of a Records Management Plan.

### **DUNN STREET UPDATE**

A report was submitted by the Head of Mental Health, Addictions and Learning Disability providing a further update of the work being undertaken to support the improvement of Care Inspectorate Grades at 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 to note the work being undertaken to support Quarriers make improvements with their clinical and care governance processes and standards of care delivery.

### **COMMUNITY CONNECTIONS**

A report was submitted by the Head of Mental Health, Addictions and Learning Disability advising on the outcomes of the Care Inspectorate unannounced inspection to the Learning Disability Community Connections housing support service on 9 March 2018.

Having heard the Head of Mental Health, Addictions and Learning Disability in further explanation of the report, the Committee agreed to note the outcome of the inspection report, the one outcome recommendation and the improvement in grade in relation of quality of staffing from grade 4 to grade 5.

### **ORAL HEALTH UPDATE**

A report was submitted by the Health Improvement and Inequalities Manager providing an update following previous March Audit Committee on local oral health improvement activities contributing to the ongoing collaborative work between the HSCP, WDC and NHSGGC Oral Health Directorate (OHD).

Having heard the Head of Children's Health, Care & Criminal Justice Services in further explanation of the report and in answer to a Members' question, the Committee agreed:-

- (1) to note the work undertaken locally to improve oral health specifically for children; and

- (2) to note the continued work with the NHSGGC OHD to make best use of the totality of resources to improve oral health outcomes.

### **VALEDICTORY**

The Chair, Allan Macleod, informed the Committee that this would be the last meeting that Jackie Irvine, Head of Children's Health, Care & Criminal Justice Services would be attending as she would be taking up a new post within Edinburgh City Council. He then invited the Chief Officer to say a few words.

The Chief Officer acknowledged Jackie's contribution to West Dunbartonshire Council, the West Dunbartonshire Health & Social Care Partnership Board - Audit Committee and the Integrated Joint Board. The Chief Officer advised that in addition to her new post, Jackie had just been appointed the President of Social Work Scotland, thereafter she thanked Jackie and wished her well for the future.

The meeting closed at 3.33 p.m.