

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 13 March 2019 at 2.00 p.m.

Present: Bailie Denis Agnew, Councillor Marie McNair, Mr Allan MacLeod and Ms Rona Sweeney.

Attending: Beth Culshaw, Chief Officer; Julie Slavin, Chief Financial Officer; Wendy Jack, Interim Head of Strategy, Planning & Health Improvement; Julie Lusk, Head of Mental Health, Addictions & Learning Disability; Colin McDougall, Chief Internal Auditor; Jo Gibson, Head of Community Health & Care Services; Jonathan Hinds, Head of Children's Health, Care & Criminal Justice Services (Chief Social Work Officer) and Craig Stewart, Committee Officer.

Also Attending: Ms Zahrah Mahmood, Senior Auditor, Audit Scotland.

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

Councillor Marie McNair 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.

STRATEGIC RISK REGISTER

A report was submitted by the Chief Officer providing an update on the status of the Integrated Joint Board Strategic Risk Register.

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

- (1) to note the content of the report and the Risk Register;

- (2) that, going forward, the Audit Committee would review the HSCP Risk Register annually with six monthly updates to the Committee if any categories changed;
- (3) that a Members' workshop would be scheduled within the next six months to enable greater scrutiny of the strategic risks and the impact of mitigating actions; and
- (4) that, following the Members' workshop, a revised Risk Register would be prepared for review by the Partnership Board.

HSCP ABSENCE

A report was submitted by the Head of People and Change providing an update on the current performance of the HSCP in relation to absence with analysis and information relating to overall attendance performance for West Dunbartonshire HSCP.

After discussion and having heard the Chief Officer, the Chief Internal Auditor and the Head of Mental Health, Addictions & Learning Disability in further explanation of the report and in answer to Members' questions, the Committee agreed to note the proactive approach being taken by the HSCP Senior Management Team and the proposal to consolidate this by the appointment of additional Human Resources assistance for a fixed period, with a report to come back to Committee in six months with an update on progress.

PERFORMANCE AND ASSURANCE REPORTING FRAMEWORK: ADULT SUPPORT AND PROTECTION, FEBRUARY 2019

A report was submitted by the Public Protection Co-ordinator providing an update on the performance and assurance reporting framework of adult support and protection.

After discussion and having heard the Head of Mental Health, Addictions & Learning Disability, the Committee agreed to note the content of the Performance and Assurance Reporting Framework, specifically noting the improvements in timescales both to adult protection Inquiry and Investigation processes.

SPECIALIST LEARNING DISABILITY INPATIENT SERVICES PERFORMANCE REPORT

A report was submitted by the Head of Mental Health, Addictions & Learning Disability providing an update on the performance of Specialist Learning Disability Inpatient Services admission and discharge activity for 2018.

After discussion and having heard the Head of Mental Health, Addictions & Learning, the Committee agreed to note the information contained in the Specialist Learning Disability Services report and the information specifically relating to West Dunbartonshire.

CARE INSPECTORATE REPORTS FOR SUPPORT SERVICES OPERATED BY WEST DUNBARTONSHIRE HSCP

A report was submitted by the Head of Mental Health, Addictions & Learning Disability providing an update on the most recent Care Inspectorate inspection reports for the Housing Support Services operated by West Dunbartonshire HSCP Learning Disability Services.

After discussion and having heard the Head of Mental Health, Addictions & Learning Disability and the Chief Officer in further explanation of the report and in answer to Members' questions, 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 Interim Head of Strategy, Planning & Health Improvement providing an update on the most recent Care Inspectorate inspection reports for three independent sector support services operating within the West Dunbartonshire area.

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

- (1) to congratulate everyone involved in the service for the year on year improvement; and
- (2) otherwise to note the content of the report with satisfaction.

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

A report was submitted by the Interim Head of Strategy, Planning and Health Improvement providing an update on the most recent Care Inspectorate inspection reports for three independent sector residential older people's Care Homes located within West Dunbartonshire.

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

2018/19 ANNUAL ACCOUNTS AUDIT PROCESS

A report was submitted by the Chief Financial Officer providing an overview of the preparation of the 2018/19 Annual Accounts for the HSCP Board identifying legislative requirements and key stages.

After discussion and having heard the Chief Financial Officer and the Chief Internal Auditor in further explanation of the report and in answer to a Member's question, the Committee agreed:-

- (1) to note the contents of the report;
- (2) to approve the Governance Statement being considered as a standalone document in line with CIPFA's Practical Guidance for Audit Committees; and
- (3) that this report be presented to the HSCP Board on 8 May 2019, seeking delegated authority for the Audit Committee to approve the unaudited annual accounts, for submission to the HSCP Board's external auditors, Audit Scotland, by 30 June 2019.

AUDIT SCOTLAND: WEST DUNBARTONSHIRE INTEGRATED JOINT BOARD ANNUAL AUDIT PLAN 2018/19

A report was submitted by the Chief Financial Officer presenting the Annual Audit Plan produced by the HSCP Board's external auditors, Audit Scotland, for the audit of the financial year ending 31 March 2019.

After discussion and having heard the Chief Financial Officer and Ms Zahrah Mahmood, Senior Auditor, Audit Scotland in further explanation of the report and in answer to Members' questions, the Committee agreed to note Audit Scotland's 2018/19 Annual Audit Plan.

AUDIT PLAN 2018/19 PROGRESS REPORT AND AUDIT PLAN 2019/20

A report was submitted by the Chief Internal Auditor:-

- (a) providing an update on the planned programme of audit work for the year 2018/19 in terms of internal audit work undertaken;
- (b) providing an update on the progress on the agreed actions from the audit of the Partnership Board's Governance, Performance and Financial Management Arrangements;
- (c) providing an update on the progress on the agreed actions arising from the Annual Report to the Integrated Joint Board and the Controller of Audit for financial years ended 31 March 2017 and 31 March 2018 from the External Auditors; and

(d) providing details of the planned programme of work for 2019/20.

After discussion and having heard the Chief Internal Auditor and relevant officers 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 2018/19; and
- (2) to approve the Audit Plan for 2019/20.

ADJOURNMENT

Having heard Councillor McNair, Chair, the Committee agreed that the meeting be adjourned for a short comfort break.

The Committee reconvened at 3.40 p.m. with all Members listed in the sederunt in attendance.

EXCLUSION OF PRESS AND PUBLIC

The Committee agreed the following resolution:-

"That under Section 50A(4) of the Local Government (Scotland) Act, 1973 the press and public be excluded from the meeting for the following item of business on the grounds that it may involve the likely disclosure of exempt information as defined in Paragraph 6 of Part 1 of Schedule 7A of the Act."

CARE INSPECTORATE INSPECTION PROCESS FOR OLDER PEOPLE'S CARE HOME OPERATED BY INDEPENDENT SECTOR IN WEST DUNBARTONSHIRE

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

After discussion and having heard the Head of Community Health & Care Services in elaboration and in answer to Members' questions, the Committee agreed to note the content of the report and the terms of the discussion that had taken place in respect of this matter.

The meeting closed at 5.08 p.m.