

WEST DUNBARTONSHIRE HEALTH & SOCIAL CARE PARTNERSHIP BOARD

At a Meeting of the West Dunbartonshire Health & Social Care Partnership Board held in the Civic Space, Council Offices, 16 Church Street, Dumbarton on Wednesday, 13 November 2019 at 2.07 p.m.

- Present:** Bailie Denis Agnew and Councillors Marie McNair and John Mooney, West Dunbartonshire Council; Allan MacLeod, Rona Sweeney and Audrey Thompson NHS Greater Glasgow and Clyde Health Board.
- Non-Voting Members:** Beth Culshaw, Chief Officer; Barbara Barnes, Co-Chair of the WD HSCP Public Engagement Network for the Alexandria & Dumbarton area; Jamie Dockery, Senior Housing Development Officer; Jonathan Hinds, Head of Children's Health, Care & Criminal Justice Services; Helen Little, MSK Physiotherapy Service Manager; Diana McCrone, NHS Staff Side Co-Chair of Joint Staff Forum; Anne MacDougall, Co-Chair of WD HSCP Public Engagement Network for the Clydebank area; Kim McNab, Service Manager, Carers of West Dunbartonshire; Peter O'Neill, WDC Staff Side Co-Chair of Joint Staff Forum; Selina Ross, Chief Officer – WD CVS and Julie Slavin, Chief Financial Officer.
- Attending:** Serena Barnatt, Head of People and Change; Jo Gibson, Head of Health & Community Care; Wendy Jack, Interim Head of Strategy, Planning & Health Improvement; Julie Lusk, Head of Mental Health, Learning Disability & Addictions; Colin McDougall, Audit Manager; Laura Smith, Service Manager, Child Health Care & Criminal Justice; Nigel Ettles, Principal Solicitor and Gabriella Gonda, Committee Officer.
- Also Attending:** Nicola Fleming, Senior Occupational Therapist, Community Hospital Discharge Team; Kevin McAlinden, Team Lead, Focussed Intervention Team and Marie Rooney, SDS Lead Officer;
- Apologies:** Apologies for absence were intimated on behalf of John Kerr, Housing Development and Homelessness Manager and Val Tierney, Chief Nurse.

Mr 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.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Health & Social Care Partnership Board held on 2 October 2019 were submitted and approved as a correct record.

VERBAL UPDATE FROM CHIEF OFFICER

The Chief Officer provided a verbal update on recent business of the Health & Social Care Partnership and the position was noted in relation to:-

- How the Partnerships across Scotland are developing and delivering health & social care services in an integrated way and the transformation of our care systems to help create a sustainable, compassionate and caring Scotland. As part of this update a video was presented to the Board from Health and Social Care Scotland on Future collaborative conversations as a Statement of Intent;
- The Partnership's staff achievements recognised by the HSCP national staff awards;
- The upcoming Domestic Abuse event at Clydebank Town Hall; and
- Update on the new Health Centre in Queens Quay, Clydebank.

The Chief Officer informed the Board that this would be the last meeting which Julie Lusk, Head of Mental Health, Learning Disability & Addictions; Wendy Jack, Interim Head of Strategy, Planning & Health Improvement and Serena Barnatt, Head of People and Change would be attending as they would be leaving the service in December 2019 and January 2020. On behalf of the Board, Ms Culshaw thanked Ms Lusk, Ms Jack and Ms Barnatt for all their hard work over the years and wished them well in the future.

Note: Councillor John Mooney arrived during the above item.

VARIATION IN ORDER OF BUSINESS

After hearing the Chair, Allan MacLeod, the Committee agreed to vary the order of business as hereinafter minuted.

REVIEW OF AUDIT COMMITTEE TERMS OF REFERENCE

A report was submitted by the Chief Financial Officer presenting for review amendments to the current Terms of Reference for the West Dunbartonshire Health & Social Care Partnership Board's Audit Committee.

After discussion and having heard the Chief Financial Officer and the Audit Manager in further explanation of the report and in answer to Member's questions, the Board agreed:-

- (1) to approve the change of name of the Audit Committee to the "Audit and Performance Committee";
- (2) to approve extending the non-voting membership of the Audit and Performance Committee to include two representatives from the Strategic Planning Group;
- (3) to approve the amendments to the current Terms of Reference which reflect the comments made at the board member's session on 25 September 2019 as shown in the Appendix to these minutes; and
- (4) to note that a future report will be brought back to the HSCP Board with amendments to the meeting dates of both the HSCP Board and the Audit and Performance Committee to allow for the annual accounts statutory approval sign-off.

FINANCIAL PERFORMANCE REPORT AS AT PERIOD 6 (30 SEPTEMBER 2019)

A report was submitted by the Chief Financial Officer providing an update on the financial performance as at period 6 to 30 September 2019, and a projected outturn position to 31 March 2020.

After discussion and having heard the Chief Financial Officer in further explanation of the report and in answer to Members' questions, the Board agreed:-

- (1) to note the updated position in relation to budget movements on the 2019/20 allocation by WDC and NHSGGC and direction back to our partners to deliver services to meet the strategic priorities of the HSCP Board;
- (2) to note that the revenue position currently shows a projected year to date and annual adverse (over spend) position of £0.263m (-0.3%) and £0.527m (-0.3%) respectively;
- (3) to note the current recovery plan as required by the integration scheme to address the projected overspend;
- (4) to note the potential impact on the reserves position if new demand is not managed within existing resources;
- (5) to note the update on monitoring of savings agreed for 2019/20;
- (6) to note the analysis of the reserve balances;
- (7) to note the update on the capital position and the projected timelines for completion; and

- (8) to note the progress on the 2019/20 budget setting process, initial planning assumptions and the expected timeline in relation to our partner bodies budget offers.

Note: Colin McDougall, Audit Manager left the meeting after discussion on the above item.

AUDITED ANNUAL ACCOUNTS 2018/2019

A report was submitted by the Chief Financial Officer informing that the 2018/19 Audited Annual Accounts for the year ended 31 March 2019, after presentation of an unqualified audit opinion, were duly approved by the 25 September 2019 Audit Committee.

After having heard the Chief Financial Officer in further explanation of the report, the Board agreed:-

- (1) to note the previous recommendation of the HSCP Board of 7 August 2019 to remit the approval of the Annual Report and Accounts to the 25 September 2019 Audit Committee for the financial year 2018/19; and
- (2) to note the reported outcome of an unqualified audit opinion for the Annual Accounts for the year ending 31 March 2019.

BRITAIN LEAVING EUROPEAN UNION UPDATE

A report was submitted by the Interim Head of Strategy, Planning and Health Improvement providing an update on Britain leaving the European Union - Brexit.

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 Board agreed:-

- (1) to note the contents of the report and the action plan attached to the report;
- (2) to support officers to ensure that preparatory actions would be taken and officers would continue to participate with the Council and Health Board in contingency planning arrangements to manage the consequences of Brexit; and
- (3) that officers would continue to bring regular updates to the Board on Brexit.

CHILDREN AND FAMILIES FIELDWORK SERVICES – UPDATE

A report was submitted by the Head of Children's Health, Care and Criminal Justice/Chief Social Work Officer presenting an update on activity related to Children and Families social work services, including demand trends and associated pressures, additional improvement activity and progress to address issues within a fieldwork services collective staff grievance.

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

- (1) to note the continued and proposed activity to address financial and demand pressures, performance activity and issues of concern;
- (2) to approve continued spend with CATCH Scotland Ltd and activation of the option to extend this contract until 30 November 2020 pending a new procurement exercise being undertaken; and
- (3) that officers would continue to bring regular updates to the Board on Children and Families Fieldwork Services.

UPDATE ON DEMAND AND PERFORMANCE ON UNSCHEDULED CARE IN WEST DUNBARTONSHIRE, INCLUDING PREPARING FOR WINTER

A report was submitted by the Head of Health and Community Care updating on the developments in West Dunbartonshire's HSCP system in response to, and in anticipation of pressures within the system in relation to unscheduled care and also laying out the steps being taken to prepare for what may be additional demand over the winter period.

A presentation was then given by the Head of Mental Health, Addictions and Learning Disability; the Senior Occupational Therapist, Community Hospital Discharge Team and the Team Lead, Focussed Intervention Team on the above.

Following questions from Members, the Chair, Mr MacLeod thanked Ms Gibson, Ms Fleming and Mr McAlinden for their informative presentation.

The Board then agreed to note the current pressures on performance and the update on developments within West Dunbartonshire.

Note: Bailie Denis Agnew left the meeting during discussion on the above item.

ADJOURNMENT

Having heard the Chair, Mr MacLeod, it was agreed to adjourn for a short period. The Committee reconvened at 4.18 p.m. with all Members listed in the sederunt in attendance.

PUBLIC PERFORMANCE REPORT APRIL TO JUNE 2019

A report was submitted by the Interim Head of Strategy, Planning and Health Improvement presenting the Health & Social Care Partnership's Public Performance Report for the first quarter of 2019/20 (April to June 2019) and the Health & Social Care Partnership's Best Value Audit.

After discussion and having heard the Interim Head of Strategy, Planning & Health Improvement; the Head of Children's Health, Care & Criminal Justice Services; the Head of Health and Community Care; the MSK Physiotherapy Service Manager; the Head of Mental Health, Learning Disability & Addictions and the Chief Financial Officer in further explanation of the report and in answer to Members' questions, the Board agreed to approve the Partnership's Public Performance Report for April to June 2019 for publication.

Note: Serena Barnatt, Head of People and Change left the meeting during discussion on the above item.

INSPECTION OF JUSTICE SOCIAL WORK SERVICES: UPDATE ON ACTIONS

A report was submitted by the Head of Children's Health, Care and Criminal Justice/Chief Social Work Officer presenting an update on activity related to the local action plan arising from the Care Inspectorate report 'Inspection of Justice Social Work Services in West Dunbartonshire Council', published on 6 August 2019.

After discussion and having heard the Head of Children's Health, Care and Criminal Justice/Chief Social Work Officer and the Service Manager, Child Health Care & Criminal Justice in further explanation of the report and in answer to Members' questions, the Board agreed:-

- (1) to note improvement activity already being taken forward and the ongoing work to address areas for improvement which addresses key findings of the inspection report;
- (2) that officers would continue to bring regular updates to the Board on the Inspection of Justice Social Work Services and the improvement action plan, and
- (3) that officers would provide a finance update with the next report on this.

THEMATIC REVIEW OF SELF-DIRECTED SUPPORT IN SCOTLAND; WEST DUNBARTONSHIRE LOCAL PARTNERSHIP REPORT

A report was submitted by the SDS Lead Officer providing an update on progress relating to the Improvement Plan which was agreed following Care Inspectorate Thematic Review of Self-Directed support in West Dunbartonshire.

After having heard the SDS Lead Officer in further explanation of the report, the Board agreed:-

- (1) to note the content of the report;
- (2) to note the Improvement Plan which has been presented to the Care Inspectorate; and
- (3) to request regular reporting on the local response to the recommendations within the report.

Note: Helen Little, MSK Physiotherapy Service Manager left the meeting during discussion on the above item.

COMMISSIONING AND MARKET FACILITATION PLAN 2019 – 2022

A report was submitted by the Interim Head of Strategy, Planning and Health Improvement providing an update on HSCP Partnership Board Commissioning and Market Facilitation Plan.

After having heard the Interim Head of Strategy, Planning and Health Improvement in further explanation of the report, the Board agreed to note the progress made against the HSCP Commissioning and Market Facilitation Plan 2019 – 2022 and recommend an update report be presented to the Board in February 2020.

Note: Kim McNab, Service Manager, Carers of West Dunbartonshire and Laura Smith, Service Manager, Child Health Care & Criminal Justice left the meeting during discussion on the above item.

DELIVERING THE NEW GENERAL MEDICAL SERVICES (GMS) CONTRACT: UPDATE ON THE PRIMARY CARE IMPROVEMENT PLANS

A report was submitted by the Head of Health & Community Care providing an update on the implementation of the Primary Care Improvement Plans across West Dunbartonshire Health & Social Care Partnership and the submission of updated plans in line with Scottish Government guidance.

After discussion and having heard the Head of Health & Community Care in further explanation of the report and in answer to Members' questions, the Board agreed:-

- (1) to note progress on implementation of the Primary Care Improvement Plans and the new GMS contract within West Dunbartonshire HSCP as per Appendix 1 to the report; and
- (2) to note short update in the paper on local progress and the implementation tracker for the period April to September 2019.

UPDATE ON POLICY DEVELOPMENT AND REVIEWS 2019-2020

A report was submitted by the Interim Head of Strategy, Planning and Health Improvement presenting an update on HSCP policies which are due for development and review in the current year.

After having heard the Interim Head of Strategy, Planning and Health Improvement in further explanation of the report, the Board agreed:-

- (1) to note the content of the report;
- (2) to note the plan in place to develop and review HSCP policies; and
- (3) to seek regular reporting on the local response to the recommendations within the report.

CLIMATE CHANGE REPORT 2018/19

A report was submitted by the Interim Head of Strategy, Planning and Health Improvement presenting the Climate Change Report prepared on its behalf in accordance with the Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015.

After having heard the Interim Head of Strategy, Planning and Health Improvement in further explanation of the report, the Board agreed to approve the Climate Change Report prior to formal submission to the Scottish Government in advance of the 30th November 2019 deadline.

MINUTES OF MEETING FOR NOTING

The Minutes of Meeting of the Local Engagement Network Events held on 3 October 2019 were submitted and noted.

The meeting closed at 5.26 p.m.

**West Dunbartonshire
Health & Social Care Partnership**

**West Dunbartonshire Health & Social Care Partnership
Board Audit and Performance Committee
Terms of Reference**

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|-----------------|--|---------------------|-------------------------|
| Document Title: | WDHSCP Board Audit and Performance Committee Terms of Reference | Owner: | Chief Financial Officer |
| Version No. | v1 | Superseded Version: | N/A |
| Date Effective: | 13/12/17 | Review Date: | 13/11/2019 |

1. PURPOSE

- 1.1 West Dunbartonshire Health & Social Care Partnership Board is responsible for the strategic planning and reporting of a range of health and social care services delegated it by NHS Greater Glasgow & Clyde Health Board and West Dunbartonshire Council (described in full within its approved Integration Scheme). The Council and the Health Board discharge the operational delivery of those delegated services (except those related to the Health Board's Acute Division services most commonly associated with the emergency care pathway) through the partnership arrangement referred to as West Dunbartonshire Health & Social Care Partnership. The Health & Social Care Partnership Board is responsible for the operational oversight of West Dunbartonshire Health & Social Care Partnership.
- 1.2 The West Dunbartonshire Health & Social Care Partnership Board's:
- Mission is to improve the health and wellbeing of West Dunbartonshire.
 - Purpose is to plan for and ensure the delivery of high quality health and social care services to and with the communities of West Dunbartonshire.
 - Core values are protection; improvement; efficiency; transparency; fairness; collaboration; respect; and compassion.
- 1.3 The Partnership Board is a legal entity in its own right created by Parliamentary Order, following ministerial approval of the Integration Scheme. It is accountable for the stewardship of public funds and is expected to operate under public sector best practice governance arrangements, proportionate to its transactions and responsibilities. Stewardship is a major function of management and, therefore, a responsibility placed upon the appointed members and officers of the Partnership Board.
- 1.4 The Health & Social Care Partnership Board positively promotes the principles of sound corporate governance within all areas of its affairs. Its Audit and Performance Committee is an essential component of the governance of the Health & Social Care Partnership Board detailed within its Financial Regulations.
- 1.5 The West Dunbartonshire Health & Social Care Partnership Board has established this Audit and Performance Committee as a Committee of the Partnership Board to support it in its responsibilities for issues of risk, control and governance and associated assurance through a process of constructive challenge. These Terms of Reference for the Audit and Performance Committee reflect the span of responsibilities of the Partnership Board and requirements of its approved Financial Regulations, i.e.:
- The Strategic Plan.
 - Financial plan underpinning the Strategic Plan.
 - The operational delivery of those integrated services delegated to the Partnership Board (except for NHS acute hospital services).
 - Relevant issues raised by the internal auditors of the Health Board, Council and the Partnership Board.

2. MEMBERSHIP

- 2.1 The Audit and Performance Committee will be composed of the six voting members of the Partnership Board.
- 2.2 The provisions in relation to duration of membership, substitution and removal of membership together with those in relation to Code of Conduct and Declarations of Interest will be those which apply to the Partnership Board.
- 2.3 The Audit and Performance Committee will be chaired by the Vice-Chair of the Partnership Board.
- 2.4 Two members of the Strategic Planning Group (a sub-committee of the Partnership Board) will be co-opted as non-voting members of the Audit and Performance Committee.
- 2.5 As the Audit and Performance Committee will be responsible for overseeing and providing independent assurance on the adequacy of the risk management framework, the internal control environment and the financial governance arrangements of the Partnership Board, other non-voting members of the Partnership Board shall also have the right to attend. A schedule of meetings will be published for all Partnership Board members, and those non-voting members who confirm their intention to attend the meeting will be issued with papers for that meeting.
- 2.6 The Chief Financial Officer will nominate an Internal Audit Service, led by a named Chief Internal Auditor, to work on behalf of the Audit and Performance Committee.
- 2.7 The external auditors for the Partnership Board will be appointed by the Accounts Commission.
- 2.8 The appointed Chief Internal Auditor will normally attend meetings of the Audit and Performance Committee.
- 2.9 A representative of the external auditors will normally attend meetings of the Audit and Performance Committee.
- 2.10 The Chief Officer and Chief Financial Officer of the Health & Social Care Partnership Board will normally attend meetings of the Audit and Performance Committee.
- 2.11 The Audit and Performance Committee will be provided with a secretariat function by West Dunbartonshire Council.
- 2.12 Other officers of the Health & Social Care Partnership, West Dunbartonshire Council and NHS Greater Glasgow & Clyde may also be invited to attend meetings.

3. REPORTING

- 3.1 The Audit and Performance Committee will formally provide a copy of its minutes to the Partnership Board for inclusion on the agenda's of its subsequent meetings. These minutes will be made publicly available.

3.2 The Audit and Performance Committee will provide the Partnership Board with an Annual Statement, timed to support finalisation of the accounts and the governance statement, summarising its conclusions from the work it has done during the year.

4. RESPONSIBILITIES

4.1 The Audit and Performance Committee will advise the Partnership Board, the Chief Officer and its Chief Financial Officer on:

- The strategic processes for risk, control and governance and the governance statement;
- The annual compliance of the Partnership Board against the Local Code of Good Governance, to inform the governance statement;
- The financial governance and accounts of the Partnership Board, including the process for review of the accounts prior to submission for audit, levels of error identified, and management's letter of representation to the external auditors;
- The planned activity and results of both internal and external audit as they relate to the activities of the Partnership Board;
- The adequacy of management response to issues identified by audit activity, including external audit's management letter/report;
- The effectiveness of the internal control environment, the arrangements for ensuring value for money and managing exposure to the risks of fraud and corruption;
- The effectiveness of risk management arrangements, ensuring existence of and compliance with an appropriate risk management strategy;
- The adequacy of management response to reports concerned with the delivery of performance and quality of key elements of the Strategic Plan, including review of the Quarterly Performance Report;
- Assurances relating to the corporate governance requirements for the Partnership Board; and
- Appointment of the internal audit service or for purchase of non-audit services from contractors who provide audit services.

4.2 The Audit and Performance Committee will also periodically review its own effectiveness and report the results of that review to the Partnership Board

5. RIGHTS

5.1 The Chief Financial Officer will be responsible for providing assurance on the system of internal financial control to the Audit and Performance Committee on behalf of the Health Board and Council. In doing this, the Chief Financial Officer will be reliant on both the Health Board's and Council's systems of internal control to support compliance with both organisations' policies and promote achievement of each organisation's aims and objectives, as well as those of the Partnership Board as expressed in its Strategic Plan.

5.2 The Audit and Performance Committee receive, scrutinise and comment upon the formal submission of reports, findings and recommendations by the appointed Internal Audit service, external auditor (as appointed by the Accounts Commission), Audit Scotland and Inspectorate bodies. The Chief Financial Officer will ensure that follow-up reports on actions required will be provided to the Audit and Performance Committee as agreed.

- 5.3 The Chief Financial Officer will prepare an Annual Governance Statement for the Audit and Performance Committee prior to its being presented to the Partnership Board.
- 5.4 The Chief Internal Auditor for the Partnership Board will report to the Chief Financial Officer and the Audit and Performance Committee on an annual risk-based audit plan in respect of the activities of the Partnership Board; delivery of the plan and recommendations; and will provide an annual internal audit report, including the audit opinion.
- 5.5 The Audit and Performance Committee may procure specialist ad-hoc advice at the expense of the Partnership Board, subject to budgets agreed by the Chief Financial Officer and confirmed by the Partnership Board.
- 5.6 The appointed Chief Internal Auditor and the representative of External Audit (as appointed by the Accounts Commission) will have free and confidential access to the Chair of the Audit and Performance Committee.

6. MEETINGS

- 6.1 The procedures for meetings are that:
- 6.1.1 The Audit and Performance Committee will meet quarterly, with a provision for additional meetings if required as the discretion of the Chair of the Audit and Performance Committee; and with meetings scheduled at regular intervals between the quarterly meetings of the Partnership Board.
- 6.1.2 The meetings will be conducted in accordance with the Standing Orders of the Partnership Board, including:
- At least one half (i.e. three) of the six members of the Audit and Performance Committee will be present for the meeting to be deemed quorate.
 - Members of the Audit and Performance Committee must disclose any direct or indirect pecuniary or other interest in relation to an item of business to be transacted at a meeting of the Audit and Performance Committee, before taking part in any discussion on that item. Where an interest is disclosed, the other members present at the meeting in question shall decide whether the member declaring the interest is to be prohibited from taking part in discussion of, or voting on, the item of business.
- 6.1.3 Audit and Performance Committee meetings will normally be attended by the Chief Officer, the Chief Financial Officer, appointed Chief Internal Auditor and a representative of the External Auditor.
- 6.1.4 The Audit and Performance Committee may ask any other officers from the Health & Social Care Partnership, West Dunbartonshire Council and NHS Greater Glasgow & Clyde to attend to assist it with its discussions on any particular matter.

- 6.1.5 Subject to the extent of the accommodation available and except in relation to items certified as exempt and items likely to involve the disclosure of confidential information, meetings of the Audit and Performance Committee shall be open to the public (as per the Standing Orders of the Partnership Board). The Chief Officer shall be responsible for giving public notice of the date, time and place of each meeting of the Audit and Performance Committee by posting within the main offices of the Health & Social Care Partnership not less than five days before the date of each meeting.
- 6.1.6 The Audit and Performance Committee may by resolution at any meeting exclude the press and public there from during consideration of an item of business where it is likely in view of the nature of the business to be transacted or of the nature of proceedings that if members of the press and public were present there would be a disclosure to them of exempt information as defined in Schedule 7A to the Local Government (Scotland) Act 1973 or it is likely that confidential information would be disclosed in breach of an obligation of confidence. The Audit and Performance Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters.
- 6.1.7 Every meeting of the Audit and Performance Committee shall be open to the public but these provisions shall be without prejudice to the Audit and Performance Committee's powers of exclusion in order to suppress or prevent disorderly conduct or other misbehaviour at a meeting. The Audit and Performance Committee may exclude or eject from a meeting a member or members of the press or public whose presence or conduct is impeding the work or proceedings of the Audit and Performance Committee.
- 6.1.8 The Partnership Board or the Chief Financial Officer may ask the Audit and Performance Committee to convene further meetings to discuss particular issues on which they want the Audit and Performance Committee's advice.