

WEST DUNBARTONSHIRE HEALTH & SOCIAL CARE PARTNERSHIP BOARD

At a Meeting of the West Dunbartonshire Health & Social Care Partnership Board held via Video Conference on Thursday, 25 June 2020 at 10.00 a.m.

Present: Bailie Denis Agnew and Councillor Marie McNair, West Dunbartonshire Council; and Allan MacLeod 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; Jonathan Hinds, Head of Children's Health, Care & Criminal Justice/Chief Social Work Officer; John Kerr, Housing Development and Homelessness Manager; Diana McCrone, NHS Staff Side Co-Chair of Joint Staff Forum; Kim McNabb, Service Manager, Carers of West Dunbartonshire; Anne MacDougall, Co-Chair of WD HSCP Public Engagement Network for the Clydebank area; Peter O'Neill, WDC Staff Side Co-Chair of Joint Staff Forum; Selina Ross, Chief Officer – WD CVS; Julie Slavin, Chief Financial Officer; and Val Tierney, Chief Nurse.

Attending: Margaret Jane Cardno, Head of Strategy and Transformation; Jo Gibson, Head of Health and Community Care; Audrey Slater, Head of People and Change; Jennifer Ogilvie, HSCP Finance Manager; Marie Rooney, SDS Lead Officer, West Dunbartonshire HSCP; Andi Priestman, Shared Service Manager, Audit & Fraud; Nigel Ettles, Principal Solicitor and Nuala Borthwick, Committee Officer.

Also Attending: Richard Smith, Senior Audit Manager and Marie McFadden, Trainee Auditor, Audit Scotland.

Apologies: Apologies for absence were intimated on behalf of Councillor John Mooney and Rona Sweeney.

Mr Allan MacLeod in the Chair

CHAIR'S REMARKS

Mr Allan MacLeod, Chair, welcomed everyone to the June meeting of the Partnership Board which was being held remotely.

Accordingly, the Chair advised that a procedure had been developed for the meeting (a copy of which had previously been circulated to Members). Thereafter, the Committee agreed to note the procedure in place for the conduct of the meeting and the meeting then commenced by video conferencing.

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 25 March 2020 were submitted and approved as a correct record.

Having heard the Chief Officer in relation to the undertaking that a written update would be provided to the Board on the development of a Dementia, Alzheimer and Autism Strategy, it was noted that a progress report providing a project plan would be provided to the meeting of the Partnership Board on 5 August 2020.

VERBAL UPDATE FROM CHIEF OFFICER

The Chief Officer provided a verbal update on the work of the Partnership in response to the COVID-19 pandemic and on plans going forward in relation to the recovery from the pandemic.

In particular, the Chief Officer acknowledged the exceptional efforts and approach taken by all staff within the Partnership advising that there was no doubt that staff had faced significant challenges on a daily basis and reacted to them and that the Senior Management Team continued to be hugely impressed with all of the work undertaken by staff in some of the most dangerous situations arising across the Partnership. It was noted that this exceptional work had been acknowledged at the meeting of West Dunbartonshire Council on 24 June 2020 and had also been acknowledged across the Health Board.

Thereafter, the Partnership Board noted the position in relation to the undernoted points:-

- that whilst the Partnership was now seeing a reduction in infection of the virus and a reduction in demand in some services, whilst planning for recovery, the Partnership was still responding on a daily basis to new guidance and new issues as they emerged.

- that it was very important for the Partnership, as it moved towards recovery, to ensure that it worked with its partners in both the Council and the Health Board to develop plans that dovetailed with the proposals being developed elsewhere.
- that throughout the response stage of the pandemic, the role of Chief Officer and the Senior Management Team (SMT) had principally been around communicating and reacting to a very rapidly changing situation. On reflection the number of daily and weekly meetings had been significant: (i) the SMT had met daily throughout the pandemic; (ii) the Chief Officer and the Chief Financial Officer had met weekly with the Chair and Vice Chair of the Partnership to provide an opportunity for scrutiny of the delegated responsibilities given to the Partnership Board; (iii) some members of the Partnership Board had joined with management at meetings of the local Resilience Management Team; (iv) the Joint Staff Forum continued to meet weekly at present although the frequency of meetings may require to change as the balance from response to recover changes slightly; (v) within the local authority there have been meetings of the Strategic Resilience Group and on the Health Board side there have been meetings of the Strategic Executive Group; and (vi) for many weeks the Chief Officer had held daily meetings with the Council Chief Executive and the Health Board Chief Executive (as part of the Strategic Executive Group).
- that the verbal communications had been complimented by a range of written communication to staff and to Partnership Board members in order to keep both updated on the many ranges of activities underway within the Partnership. This weekly communication would now change to a fortnightly basis to reflect the move to a different stage of the response.
- that the core of the response over the last 3 months had been to focus on the people of West Dunbartonshire, both staff and citizens, and on working with people to understand their concerns and anxieties and hopefully to address and resolve them.
- that there was an anticipated increased demand around areas of public protections such as child protection, adult protect and addiction services as lockdown had eased and that these areas were being monitored closely.
- that a meeting of the Alcohol and Drug Partnership was being held on 26 June 2020 and would give another opportunity to look at issues being faced by the Partnership Board with a range of partners from across West Dunbartonshire
- that as 'Test and Protect' commenced, the Partnership may continue to see challenges in relation to significant absence amongst staff and that this was an area that would be monitored on an ongoing basis.
- to note the huge challenges that had been faced by staff in relation to the range of guidance received as a Partnership throughout the pandemic which continued to be the case and that the team had become absolutely adept at monitoring and implementing new changes required due to guidance (e.g. in relation to the latest guidance on Personal Protective Equipment and how that should be applied).
- that going forward, the Chief Officer was keen to return to a sense of normality with scheduled meetings and therefore a report proposing future meeting dates would be presented, for consideration, to the meeting of the Partnership Board on 5 August 2020.

Having heard the Chair and Vice Chair in response and following discussion, the Partnership Board agreed:-

- (1) to acknowledge the particular contributions of the Chief Officer, the Senior Management Team and all their staff and to thank them for their professionalism, leadership and personal commitment during the ongoing pandemic;
- (2) to offer heartfelt thanks to all staff of the Health & Social Care Partnership, to parents and carers who have stepped up to take on caring roles, to those redeployed from other areas of Council to help with the work of the HSCP and all those within the communities of West Dunbartonshire who have put their service before themselves during the ongoing pandemic; and
- (3) that relevant stakeholders of the Partnership Board would be invited to participate in the Health & Social Care Scotland 'Lessons Learned' sessions being organised with partners across Scotland.

CHIEF SOCIAL WORK OFFICER ANNUAL REPORT 2018-19

A report was submitted by the Head of Children's Health, Care and Criminal Justice presenting the Chief Social Work Officer (CSWO) Annual Report for 2018-19 which details statutory work undertaken, including a summary of performance and partnership working.

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 Partnership Board agreed to note the content of the Chief Social Work Officer Annual Report 2018-2019.

WEST DUNBARTONSHIRE HEALTH & SOCIAL CARE PARTNERSHIP QUARTERLY PERFORMANCE REPORT QUARTERS 3 AND 4 2019-20

A report was submitted by the Head of Strategy & Transformation presenting performance information reported against the strategic priorities for the periods October to December 2019 (Quarter 3) and January to March 2020 (Quarter 4).

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

- (1) to note the content of the HSCP Quarterly Performance Report Quarters 3 and 4 for 2019-20 and performance against the Strategic Plan 2019 - 2022 by Exception (Appendices 1, 2 and 3);
- (2) to note that due to timing issues and service priorities during the current COVID-19, the report presented partial Quarter 4 data ahead of the 2019/20 Annual Performance Report;
- (3) to delay the publication date for the annual performance report until 30 September 2020 in exercise of the powers granted to public authorities under the Coronavirus (Scotland) Act 2020;

- (4) to confirm that the Partnership Board would prefer a compromise to receive 41 Quarterly Performance Indicators earlier and thereafter receive 2 indicators retrospectively rather than wait additional time to receive all 43 measures together at a much later date; and
- (5) that the Head of Health and Community Care would work with the Service Manager - Carers of West Dunbartonshire to promote SCI Gateway to GPs as a referral tool for carers support.

INTERNAL AUDIT ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2020

A report was submitted by the Chief Internal Auditor presenting the Annual Report for 2019/20 based on the internal audit work carried out for the year ended 31 March 2020, 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 Annual Governance Statement.

Following discussion and having heard the Chief Internal Auditor in further explanation of the report, the Committee agreed to note the contents of the report.

LOCAL CODE OF GOOD GOVERNANCE REVIEW AND ANNUAL GOVERNANCE STATEMENT

A report was submitted by the Chief Financial Officer presenting:-

- (a) the outcome of the self-evaluation undertaken of the Health and Social Care Partnership's compliance with its Code of Good Governance; and
- (b) the Annual Governance Statement for inclusion in the HSCP Board's Unaudited Annual Accounts.

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 Annual Governance Statement;
- (2) to note the outcomes of the annual self-evaluation, the issues identified and improvement actions; and
- (3) to note the explanation given that within the Improvement Action Plan the data in relation to the comparison between percentage spend by the HSCP Board with third parties was £40.2m commissioned spend with only £5.2m of that compliant therefore 13% was deemed as compliant in 2018/19. For 2019/20, there was a £47.4m spend of which £37.6m was compliant which was just under 80% compliant. This was a huge increase in compliance throughout all areas of commissioned spend. As with all contracts, these are time limited therefore procurement pipeline priorities will have to be reviewed with Heads of Service for planning for the current year.

UNAUDITED ANNUAL REPORT AND ACCOUNTS 2019/20

A report was submitted by the Chief Financial Officer seeking approval of the unaudited Annual Report and Accounts for the HSCP Board covering the period 1 April 2019 to 31 March 2020.

After discussion and having heard the Chief Financial Officer in further explanation and both the Chief Financial Officer and the Head of Strategy and Transformation in answer to Members' questions, the Committee agreed:-

- (1) to approve the 2019/20 unaudited Annual Report and Accounts;
- (2) to note that the audited Accounts would be presented for final approval no later than 30 November 2020 (subject to confirmation as detailed in section 4.10 of the report) prior to submission to the Accounts Commission; and
- (3) to note the extension of the current external audit appointments detailed as in section 4.12 of the report.

DRAFT UNSCHEDULED CARE COMMISSIONING PLAN

A report was submitted by the Head of Health & Community Care providing an update on progress across NHSGGC in developing the Strategic Commissioning Plan for Unscheduled Care.

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

- (1) to approve the draft Commissioning Plan for Unscheduled Care;
- (2) to note the further work underway to finalise the plan, including the planned engagement process; and
- (3) to receive a further update with the finalised Commissioning Plan in November 2020.

IN RECOGNITION OF ALL WEST DUNBARTONSHIRE HEALTH AND SOCIAL CARE PARTNERSHIP EMPLOYEES

The Partnership Board wished to put on record its sincere gratitude to all Health and Social Care employees for their selfless personal efforts and incredible collective response to the current COVID-19 crisis to ensure the delivery of vital services to our communities and most vulnerable in West Dunbartonshire.

The meeting closed at 12.20 p.m.