

**WEST DUNBARTONSHIRE HEALTH AND SOCIAL CARE
PARTNERSHIP BOARD AUDIT AND PERFORMANCE COMMITTEE**

At a Meeting of the West Dunbartonshire Health and Social Care Partnership Board Audit and Performance Committee held in the Council Chamber, Clydebank Town Hall, Dumbarton Road, Clydebank on Wednesday, 11 December 2019 at 2.00 p.m.

Present: Bailie Denis Agnew and Councillors Marie McNair and John Mooney, Mr Allan MacLeod and Ms Audrey Thompson.

Attending: Beth Culshaw, Chief Officer; Julie Slavin, Chief Financial Officer; Wendy Jack, Interim Head of Strategy, Planning & Health Improvement; Jo Gibson, Head of Community Health & Care Services; Jonathan Hinds, Head of Children's Health, Care & Criminal Justice (Chief Social Work Officer); Colin McDougall, Audit and Risk Manager; Kirsteen MacLennan, Integrated Operations Manager, FIT Hospital Discharge Team; Lynne McKnight, Integrated Operations Manager, Care at Home; Bernadette Smith, Integrated Operations Manager, Residential and Day Services; Fraser Downie, Nurse Team Leader; Nigel Ettles, Principal Solicitor and Gabriella Gonda, Committee Officer.

Also Attending: Mr Richard Smith, Senior Audit Manager and Ms Gemma McNally, Auditor, Audit Scotland and Stephen Rankin, Strategic Inspector, Care Inspectorate.

Apology: An apology for absence was intimated on behalf of Ms Rona Sweeney.

Councillor Marie McNair in the Chair

DECLARATIONS OF INTEREST

Councillor McNair declared an interest in Item 9 – Care Inspectorate Reports for Support Services Operated by the Independent Sector in West Dunbartonshire, being an employee of Key Housing Association and advised that she would leave the meeting during consideration of that item.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the West Dunbartonshire Health & Social Care Partnership Board Audit Committee held on 25 September 2019 were submitted and approved as a correct record.

REVIEW OF AUDIT COMMITTEE TERMS OF REFERENCE

A report was submitted by the Chief Financial Officer presenting the New Terms of Reference of the Audit Committee as approved by the HSCP Board.

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

- (1) to note the change of name of the Audit Committee to the "Audit and Performance Committee"; and
- (2) to approve the nominations extending the non-voting membership of the Audit and Performance Committee with two representatives from the Strategic Planning Group, namely Anne MacDougall and John Paterson.

AUDIT PLAN PROGRESS REPORT

A report was submitted by the Chief Internal Auditor – Health & Social Care Partnership Board providing an update on:

- (a) the planned programme of audit work for the year 2019/20, and any remaining actions from the previous year, in terms of the internal audit work undertaken at West Dunbartonshire Council and NHS Greater Glasgow and Clyde that may have an impact upon the West Dunbartonshire Health & Social Care Partnership Board;
- (b) the agreed actions from the audit of the Partnership Board's Code of Good Governance; and
- (c) progress of actions from the Annual Audit Report 2018/19 from Audit Scotland.

After discussion and having heard the Chief Internal Auditor - Health & Social Care Partnership Board in further explanation of the report and in answer to Member's questions, the Committee agreed to note the progress made in relation to the Audit Plan for 2019/20 and in progressing other action plans.

REVIEW OF AUDIT COMMITTEE

A report was submitted by the Chief Internal Auditor – Health & Social Care Partnership Board advising of the results of a self-assessment exercise carried out

recently by the Chair of the Audit Committee (now known as the Audit and Performance Committee) and the Chief Internal Auditor for the HSCP Board. After discussion and having heard the Audit Manager in further explanation of the report and in answer to Member's questions, the Committee agreed:-

- (1) to note the Self-Assessment of Good Practice – Appendix 1 to the report which shows that the Audit Committee largely complies with Cipfa good practice and thereby can assess its performance as generally meeting the Cipfa requirements;
- (2) to approve the actions identified and to request that these are now progressed;
- (3) to note that progress on the completion of the agreed actions would be reported annually to the Audit Committee; and
- (4) to note the knowledge and skills framework – Appendix 3 to the report as potential areas for development within the Elected Member development programme.

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 Care Inspectorate inspection reports for two independent sector residential older peoples' Care Homes located within West Dunbartonshire.

After discussion and having heard the Head of Community Health & Care Services in further explanation of the report, the Committee agreed to note the content of the report.

CARE INSPECTORATE INSPECTION REPORT FOR HILLVIEW OLDER PEOPLE'S CARE HOME

A report was submitted by the Interim Head of Strategy, Planning and Health Improvement providing an update on a Care Inspectorate inspection report for an independent sector residential older peoples' Care Home located within West Dunbartonshire that received the inspection grade of 3.

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

- (1) to note the content of the report;
- (2) that a briefing note providing an update on the progress of activity in relation

to the inspection report would be circulated to Members of the Committee;

- (3) that a further report would be presented to the Committee on Hillview Care Home.

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

Note: Having earlier declared an interest in the following item of business, the Chair, Councillor McNair left the meeting at this point, and the Vice Chair, Mr Allan MacLeod resumed the position.

Mr Allan MacLeod in the Chair

A report was submitted by the Interim Head of Strategy, Planning and Health Improvement providing information 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 and Health Improvement in further explanation of the report, the Committee agreed to note the content of the report.

Note: Councillor McNair returned to the meeting after discussion of this item.

Councillor Marie McNair in the Chair

ADJOURNMENT

Having heard the Chair Councillor McNair, it was agreed to adjourn for a short period. The Committee reconvened at 2.48 p.m. with all Members listed in the sederunt in attendance.

A presentation was then given by the Head of Community Health & Care Services; the Integrated Operations Manager, Care at Home; the Integrated Operations Manager, Residential and Day Services and the Integrated Operations Manager, Adult Care Team, FIT Hospital Discharge Team on Performance Focus: Health and Community Care.

Following questions from Members, the Chair, Councillor McNair thanked Ms Gibson, Ms McKnight, Ms Smith and Ms MacLennan for their informative presentation.

CLYDE COURT CARE HOME UPDATE

A report was submitted by the Interim Head of Strategy, Planning and Health

Improvement presenting an update on work being undertaken to support the improvement of Care Inspectorate grades at Clyde Court Care Home.

After discussion and having heard the Head of Community Health & Care Services in further explanation of the report and in answer to Member's questions, the Committee agreed to note the work being undertaken to support Clyde Court Care Home to consolidate improvements with meeting the assessed needs of the service users.

STRATHLEVEN CARE HOME UPDATE

A report was submitted by the Interim Head of Strategy, Planning and Health Improvement presenting an update on work being undertaken to support the improvement of Care Inspectorate grades at Strathleven Care Home.

After discussion and having heard the Head of Community Health & Care Services in further explanation of the report and in answer to Members' questions, the Committee agreed to note the content of the report.

CAREWATCH (INVERCLYDE, AYRSHIRE, DUNBARTONSHIRE & ARGYLL & BUTE) UPDATE

A report was submitted by the Interim Head of Strategy, Planning and Health Improvement presenting an update on work being undertaken to support the improvement of Care Inspectorate grades at Carewatch (Inverclyde, Ayrshire, Dunbartonshire & Argyll & Bute).

After discussion and having heard the Interim Head of Strategy, Planning and Health Improvement in further explanation of the report, the Committee agreed to note the work being undertaken by Carewatch (Inverclyde, Ayrshire, Dunbartonshire & Argyll & Bute) to consolidate improvements with meeting the assessed needs of the service users.

The Chair informed the Committee that this would be the last meeting which Colin McDougall, Audit and Risk Manager; and Wendy Jack, Interim Head of Strategy, Planning & Health Improvement would be attending as they would be leaving the service in December 2019 and January 2020. On behalf of the Committee, Councillor McNair thanked Mr McDougall and Ms Jack for all their hard work over the years and wished them well in the future.

The meeting closed at 3:55 p.m.