

**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 via Video Conference on 25 February 2021 at 1.00 p.m.

Present: Bailie Denis Agnew and Councillors John Mooney and Marie McNair, Allan MacLeod, Rona Sweeney, Audrey Thompson; and lay members Mrs Anne McDougall and Chief Superintendent John Paterson, Police Scotland.

Attending: Beth Culshaw, Chief Officer; Julie Slavin, Chief Financial Officer; Jo Gibson, Head of Community Health & Care Services; Margaret-Jane Cardno, Head of Strategy and Transformation; Jonathan Hinds, Head of Children's Health, Care & Criminal Justice; Andi Priestman, Chief Internal Auditor; Val Tierney, Chief Nurse; Nigel Ettles, Principal Solicitor and Lynn Straker, Committee Officer.

Also Attending: Richard Smith, Senior Audit Manager and Jack Kerr, Audit Manager from Audit Scotland.

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.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of West Dunbartonshire Health & Social Care Partnership Board Audit and Performance Committee held on 26 November 2021 were submitted and approved as a correct record.

ROLLING ACTION LIST

A note of the Audit and Performance Committee's Action List was submitted for information.

AUDIT PLAN PROGRESS REPORT

A report was submitted by the Chief Internal Auditor providing information to enable West Dunbartonshire's HSCP Audit and Performance Committee members to monitor the performance of Internal Audit and to gain an overview of West Dunbartonshire's HSCP overall control environment.

Having heard from the Chief Internal Auditor in further explanation, the Committee agreed to note the progress made in relation to the Internal Audit Annual Plan for 2020/21.

2020-2021 ANNUAL ACCOUNTS AUDIT PROCESS

A report was submitted by the Chief Financial Officer providing an overview of the process for the preparation of the 2020/21 Annual Accounts of the HSCP Board and identifying legislative requirements and key stages.

Having heard the Chief Financial Officer in further explanation the Committee agreed:-

- (1) to note additional meetings of the Audit and Performance Committee and HSCP Board may be required to be scheduled close to the end of 31 October 2021 to conclude the approval of the 2020/21 Annual Accounts if the audit process extends beyond the end of September; and
- (2) to otherwise note the contents of the report,

AUDIT SCOTLAND: WEST DUNBARTONSHIRE INTEGRATED JOINT BOARD ANNUAL AUDIT PLAN 2020-2021

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 2021.

After discussion and having heard from the Senior Audit Manager and Trainee Auditor, Audit Scotland in further explanation and in answer to Members' questions, the Committee agreed:-

- (a) to note the contents of the report and;
- (b) to organise an Informal session for members and Legal Officer to discuss Standing Orders and ensure still relevant and appropriate.

INDICATIVE INTERNAL AUDIT ANNUAL STRATEGY AND PLAN 2021-2022

A report was submitted by the Chief Internal Auditor providing the indicative Internal Audit Strategy and Plan for 2021-2022 to the Audit and Performance Committee for approval.

After discussion, and having heard from the Chief Internal Auditor in further explanation and in answer to members' questions, the Committee approved the indicative Internal Audit Plan for 2021-2022.

WEST DUNBARTONSHIRE HEALTH AND SOCIAL CARE PARTNERSHIP (HSCP) QUALITY PERFORMANCE REPORT 2020-2021 QUARTER 3

A report was submitted by the Head of Strategy and Transformation providing information to ensure the West Dunbartonshire HSCP Audit and Performance Committee fulfils its ongoing responsibility to ensure effective monitoring and reporting on the delivery of services and on the programme of work as set out in the West Dunbartonshire HSCPs Strategic Plan.

After discussion, and having heard from the Chief Officer, the Head of Health and Community Care and 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 2020/21 Quarter Three and performance against the Strategic Plan 2019 - 2022 by exception;
- (2) to note that due to timing issues and service priorities during the current COVID-19 pandemic the report presented partial Quarter Three data; and
- (3) to note that Quarter Two information previously unavailable to the Committee was contained within the report.

STRATEGIC RISK REGISTER

A report was submitted by the Head of Strategy and Transformation presenting the updated Strategic Risk Register for the Health and Social Care Partnership Audit and Performance Committee.

After discussion, and having heard the Head of Strategy and Transformation in further explanation, the Committee agreed:-

- (1) to approve the reviewed and updated Strategic Risk Register (Appendix A) including new pandemic strategic risk;
- (2) to consider and provide feedback on the 2 strategic risks requested by the board to be presented in greater detail at Audit and Performance Committee February 2020;

- (3) to select a current strategic risk to be presented in greater detail to the HSCP Board in August 2021;
- (4) to note that, subject to approval, the Strategic Risk Register would be presented to HSCP Board in March for final approval; and
- (5) to note that a review and update of the HSCP Board's current Risk Management Policy and Strategy (approved in August 2015) would be presented for approval to the meeting of the HSCP Board scheduled to be held in March 2021.

UNPAID WORK SERVICE: UPDATE ON SERVICE PROVISION

A report was submitted by the Head of Children's Health, Care and Justice providing an update on the activity of the Unpaid Work Service within Justice Social Work Services.

After discussion, and having heard from the Head of Children's Health, Care and Justice in further explanation, the Committee agreed to note the ongoing service provision and improvement activity surrounding unpaid work placements and services.

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

A report was submitted by the Head of Health and Community Care providing an update on the Care Inspectorate inspection report for an independent sector residential older peoples' Care Home located within West Dunbartonshire.

After discussion, and having heard from the Chief Nurse in further explanation, the Committee agreed to note the contents of the report.

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 REPORT FOR OLDER PEOPLE'S CARE HOME OPERATED BY INDEPENDENT SECTOR IN WEST DUNBARTONSHIRE

A report was submitted by the Head of Health and Community Care providing an update on a Care Inspectorate inspection report for an independent sector residential older peoples' Care Homes located within West Dunbartonshire.

After discussion and having heard from the Chief Nurse in further explanation and in answer to Members' questions, the Committee agreed:-

- (a) to request that once a further response is received from the Care Inspectorate, members receive a verbal update or report at the HSCP Board meeting on 25 March 2021; and
- (b) to otherwise note the content of the report.

The meeting closed at 2:07 p.m.

DRAFT