

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 Monday, 7 March 2022 at 10.01 a.m.

Present: Rona Sweeney, Lesley Rousselet and Michelle Wailes, NHS Greater Glasgow and Clyde Health Board and Jonathan McColl, West Dunbartonshire Council.

Attending: Beth Culshaw, Chief Officer; Julie Slavin, Chief Financial Officer; Sylvia Chatfield, Head of Service for Mental Health, Addictions and Learning Disabilities; Audrey Slater, Head of People and Change; Margaret-Jane Cardno, Head of Strategy and Transformation; Lesley James, Chief Social Work Officer and Head of Childrens Health, Care and Justice; Jennifer Ogilvie, HSCP Finance Manager; Val Tierney, Chief Nurse; Fiona Taylor, Senior Nurse and Acting Head of Health and Community Care; Andi Priestman, Chief Internal Auditor; Sally Michael, Principal Solicitor; Ashley MacIntyre and Lynn Straker, Committee Officers.

Also Attending: Fiona Mitchell-Knight and Christopher Gardner, Audit Scotland.

Apologies: Apologies for absence were intimated on behalf of Denis Agnew and John Mooney, West Dunbartonshire Council and lay member Anne MacDougall, Chair of the Locality Engagement Network, Clydebank.

Rona Sweeney 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.

RECORDING OF VOTES

The Committee agreed that all votes taken during the meeting would be done by roll call vote to ensure an accurate record.

MINUTES OF PREVIOUS MEETINGS

The Minutes of Meetings of the West Dunbartonshire Health and Social Care Partnership Board Audit and Performance Committee held on 15 November 2021 were submitted and approved as a correct record.

REVIEW OF TERMS OF REFERENCE OF THE AUDIT AND PERFORMANCE COMMITTEE

A report was submitted by Julie Slavin, Chief Financial Officer providing an update on the scheduled review of the Terms of Reference (ToR) of the Audit and Performance Committee.

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 note that an initial discussion on the current Terms of Reference is required; and
- (2) to instruct the Chief Financial Officer and Chief Internal Auditor to schedule a formal members' session to review the Terms of Reference, after the upcoming local government elections to allow for the attendance of any new voting members.

STRATEGIC RISK REGISTER 6 MONTH REVIEW

A report was submitted by Margaret-Jane Cardno, Head of Strategy and Transformation presenting the updated Strategic Risk Register.

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

- (1) to approve the updated Strategic Risk Register;
- (2) that future reports would include more detailed information as to the direction of the risks; and
- (3) that the Head of Strategy and Transformation would provide an interim update report to the Audit and Performance Committee on Monday, 20 June 2022.

WEST DUNBARTONSHIRE HEALTH AND SOCIAL CARE PARTNERSHIP (HSCP) QUARTERLY PERFORMANCE REPORT 2021/22 - QUARTER THREE

A report was submitted by Margaret-Jane Cardno, Head of Strategy and Transformation ensuring the West Dunbartonshire HSCP Board 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 HSCP's Strategic Plan.

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

- (1) to note the content of the HSCP Quarterly Performance Report 2021/22 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 this report presents partial Quarter Three data;
- (3) to note that Quarter Two information previously unavailable to the Committee is contained within this report; and
- (4) to note the enhancement to the format of report in the form of additional information pertaining to complaints.

Note :- Lesley Rousselet left the meeting following consideration of this item.

AUDIT PLAN PROGRESS REPORT

A report was submitted by Andi Priestman, Chief Internal Auditor monitoring the performance of Internal Audit and providing overview of the WD HSCP Board's overall control environment.

After discussion and having heard the Chief Internal Auditor in further explanation of the report and in answer to Members' questions, the Committee agreed to note the progress made in relation to the Internal Audit Annual Plan for 2021/22.

2021-22 ANNUAL ACCOUNTS AUDIT PROCESS

A report was submitted by Julie Slavin, Chief Financial Officer providing an overview of the process for the preparation of the 2021/22 Annual Accounts of the HSCP Board identifying legislative requirements and key stages.

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 note the contents of the report; and
- (2) to note that additional meetings of the Audit and Performance Committee and HSCP Board may require to be scheduled close to the end of 31 October 2022 to conclude the approval of the 2021/22 Annual Accounts if the audit process extends beyond the end of September.

EXTERNAL AUDIT – WEST DUNBARTONSHIRE INTEGRATED JOINT BOARD ANNUAL AUDIT PLAN 2021/22

A report was submitted by Julie Slavin, 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 2022.

After discussion and having heard the Chief Financial Officer, Fiona Mitchell-Knight and Christopher Gardner, Audit Scotland in further explanation of the report and in answer to Members' questions, the Committee agreed to note the content of Audit Scotland's 2021/22 Annual Audit Plan.

INDICATIVE INTERNAL AUDIT ANNUAL STRATEGY AND PLAN 2022-2023

A report was submitted by Andi Priestman, Chief Internal Auditor seeking approval of the indicative Internal Audit Strategy and Plan for 2022-2023.

After discussion and having heard the Chief Internal Auditor in further explanation of the report and in answer to Members' questions, the Committee agreed to approve the indicative Internal Audit Plan for 2022-2023.

INSPECTION OF FOSTERING SERVICES IN WEST DUNBARTONSHIRE

A report was submitted by Lesley James, Chief Social Work Officer and Head of Childrens Health, Care and Justice providing an overview of the Care Inspectorate findings, evaluations and requirements in relation to West Dunbartonshire's Fostering Service, which concluded on 10th November 2021.

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

- (1) to note the contents of this report and the improvement plan in Appendix 1 of the report; and
- (2) that the improvement plan would remain as a standing item on the agenda for West Dunbartonshire HSCP Board meetings enabling progress to be monitored.

INSPECTION OF ADOPTION SERVICES IN WEST DUNBARTONSHIRE

A report was submitted by Lesley James, Chief Social Work Officer and Head of Childrens Health, Care and Criminal Justice providing an overview of the Care Inspectorate findings, evaluations and requirements in relation to West Dunbartonshire's Adoption Service, which concluded on 10th November 2021.

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

- (1) to note the contents of this report and the improvement plan in Appendix 1 of the report; and
- (2) that the improvement plan would remain as a standing item on the agenda for West Dunbartonshire HSCP Board meetings enabling progress to be monitored.

CARE INSPECTORATE INSPECTION REPORTS FOR QUEEN'S QUAY WITHIN OLDER PEOPLE'S CARE HOME AND DAY CARE SERVICES OPERATED BY WEST DUNBARTONSHIRE HEALTH AND SOCIAL CARE PARTNERSHIP

A report was submitted by Fiona Taylor, Senior Nurse and Acting Head of Health and Community Care providing information regarding the most recent inspection report for Queen's Quay, Older People's Care Home and Day Care Services operated by West Dunbartonshire Health and Social Care Partnership.

After discussion and having heard Val Tierney, Chief Nurse in further explanation of the report and in answer to Members' questions, the Committee agreed to note the content of the report.

The meeting closed at 11.20 a.m.