

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

At a Hybrid Meeting of the West Dunbartonshire Health and Social Care Partnership Board Audit and Performance Committee held in the Civic Space, 16 Church Street, Dumbarton on Monday, 27 June 2022 at 1.08 p.m.

Present: Emilia Crighton, Francis Shennan and Michelle Wailes, NHS Greater Glasgow and Clyde Health Authority and Michelle McGinty, Martin Rooney and Clare Steel, West Dunbartonshire Council.

Attending: Beth Culshaw, Chief Officer; Laurence Slavin, Chief Officer – Resources; Julie Slavin, Chief Financial Officer; Margaret-Jane Cardno, Head of Strategy and Transformation; Sylvia Chatfield, Head of Service for Mental Health, Addictions and Learning Disabilities; Lesley James, Head of Children’s Health, Care and Justice Services; Fiona Taylor, Interim Head of Health and Community Care; Audrey Slater, Head of People and Change; Val Tierney, Chief Nurse; Jennifer Ogilvie, HSCP Finance Manager; Andi Priestman, Chief Internal Auditor; Nigel Ettles, Principal Solicitor and Ashley MacIntyre and Lynn Straker, Committee Officers.

Also Attending: Jack Kerr, Auditor, Audit Scotland.

Apologies: Apologies for absence were intimated on behalf of Rona Sweeney and Lesley Rousselet, NHS Greater Glasgow and Clyde Health Authority and Anne McDougall, Chair of the Locality Engagement Network.

VERBAL UPDATE FROM CHIEF OFFICER

Beth Culshaw, Chief Officer formally welcomed the three new Members to the West Dunbartonshire Health and Social Care Partnership Board Audit and Performance Committee – Michelle McGinty, Martin Rooney and Clare Steel, West Dunbartonshire Council. The Chief Officer also welcomed two representatives from NHS Greater Glasgow and Clyde Health Authority, Emilia Crighton and Francis Shennan, who were substituting for Rona Sweeney and Lesley Rousselet respectively.

Michelle McGinty in the Chair

DECLARATIONS OF INTEREST

Michelle McGinty, Chair, and Clare Steel made declarations of interest by noting that they were Unpaid Carers for relatives and would not take part in any decisions relating to Unpaid Carers within the HSCP.

Martin Rooney made a declaration of interest noting that his wife was currently a Home Carer within West Dunbartonshire and accordingly he would not take part in any decision relating to Home Carers within the HSCP.

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 Meeting of the West Dunbartonshire Health and Social Care Partnership Board Audit and Performance Committee held on 7 March 2022 were approved as a correct record subject to the following amendments:-

With reference to the items under the headings “Inspection of Fostering Services in West Dunbartonshire” and “Inspection of Adoption Services in West Dunbartonshire”, it was agreed that the recommendations be amended to “that the improvement plan would remain as a standing item on the agenda for West Dunbartonshire HSCP Audit and Performance meetings enabling progress to be monitored”.

ROLLING ACTION LIST

A Rolling Action list for the Committee was submitted for information and relevant updates were noted and agreed.

MEMBERSHIP OF HSCP AUDIT AND PERFORMANCE COMMITTEE

A report was submitted by the Head of Strategy and Transformation introducing the three new members identified by West Dunbartonshire Council following the recent Local Government Elections.

After discussion and having heard the Head of Strategy and Transformation in further explanation of the report, the Committee agreed to note that in line with section 5.4.1 of the Scheme of Integration that West Dunbartonshire Council had identified three representatives to be voting members on the HSCP Board and Audit

and Performance Committee to serve for a period of three years, namely Michelle McGinty, Clare Steel and Martin Rooney.

AUDIT PLAN PROGRESS REPORT

A report was submitted by the Chief Internal Auditor monitoring the performance of Internal Audit and gaining an overview of the West Dunbartonshire 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.

INTERNAL AUDIT ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022

A report was submitted by the Chief Internal Auditor based on the internal audit work carried out for the year ended 31 March 2022, which contained an independent opinion on the adequacy and effectiveness of West Dunbartonshire HSCP Board's internal control environment that can be used to inform its Annual Governance Statement.

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

2021/22 LOCAL CODE OF GOOD GOVERNANCE AND ANNUAL GOVERNANCE STATEMENT

A report was submitted by the Chief Financial Officer presenting the outcome of the self-evaluation of compliance of the West Dunbartonshire HSCP Board's Code of Good Governance and associated improvement actions and the Annual Governance Statement for inclusion in the HSCP Board's 2021/22 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 note the outcome of the annual self-evaluation and the update of the improvement actions; and
- (2) to note the detail of the 2021/22 Annual Governance Statement and approve its inclusion in the 2021/22 Unaudited Annual Accounts.

UNAUDITED ANNUAL REPORT AND ACCOUNTS 2021/22

A report was submitted by the Chief Financial Officer noting the unaudited Annual Report and Accounts for the West Dunbartonshire HSCP Board covering the period

1 April 2021 to 31 March 2022 and seeking approval for the unaudited Accounts and associated working papers to be passed to the external auditors for review.

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 2021/22 unaudited Annual Report and Accounts;
- (2) to approve the submission to the HSCP Board's external auditors for review by 30 June; and
- (3) to note that the audited Accounts would be presented for final approval no later than 30 November prior to submission to the Accounts Commission.

INTERIM RISK REPORT – ICT INFRASTRUCTURE

A report was submitted by the Head of Strategy and Transformation providing further assurance in respect of the strategic risks pertaining to ICT Infrastructure and providing clarity on the HSCP Senior Management Team's decision not to escalate ICT Infrastructure as a strategic risk at this time.

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 to note the content of the report.

WEST DUNBARTONSHIRE HSCP QUARTERLY PERFORMANCE REPORT 2021/22 QUARTER FOUR

A report was submitted by the Head of Strategy and Transformation ensuring the West Dunbartonshire HSCP Audit and Performance Committee fulfils its ongoing responsibility to ensure effective monitoring and reporting 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, the Chief Officer and the Interim Head of Health and Community Care in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note the content of the HSCP Quarterly Performance Report 2021/22 Quarter Four and performance against the Strategic Plan 2019 - 2023 by exception;
- (2) to note that due to timing issues the report presents partial Quarter Four data;
- (3) to note that Quarter Three information previously unavailable to the Committee was contained within the report; and

- (4) to note the enhancement to the format of report in the form of additional information pertaining to complaints.

INTERIM REPORT ON PHASES 1 AND 2 OF A JOINT INSPECTION OF SERVICES FOR CHILDREN AND YOUNG PEOPLE AT RISK OF HARM IN WEST DUNBARTONSHIRE

A report was submitted by the Head of Children's Health, Care and Justice Services providing information on the interim report on phases 1 and 2 of a joint inspection of services for children and young people at risk of harm in West Dunbartonshire and the actions being taken by the Community Planning Partnership (CPP) to improve outcomes for children and young people.

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

- (1) to note the publication of the interim report on phases 1 and 2 of a joint inspection of services for children and young people at risk of harm in West Dunbartonshire; and
- (2) to note that the Community Planning Partnership remains in a period of monitoring and evaluation of progress by the Care Inspectorate and a further report will be prepared by the Inspection Team at a time yet to be confirmed.

INSPECTION OF ADOPTION SERVICES IN WEST DUNBARTONSHIRE

A report was submitted by the Head of Children's Health, Care and Justice Services providing a progress update on the improvement work in relation to the Care Inspectorate inspection of Adoption Services in West Dunbartonshire 2022.

After discussion and having heard the Head of Children's Health, Care and Justice Services in further explanation of the report and in answer to Members' questions, the Committee agreed to note the content of the report and the improvement plan contained in appendix 1 to the report.

INSPECTION OF FOSTERING SERVICES IN WEST DUNBARTONSHIRE

A report was submitted by the Head of Children's Health, Care and Justice Services providing an update on the improvement work undertaken in response to the inspection of Fostering Services in West Dunbartonshire.

After discussion and having heard the Head of Children's Health, Care and Justice Services in further explanation of the report, the Committee agreed to note the contents of the report with particular regard to financial considerations and the improvement plan in appendix 1 to the report.

CARE INSPECTORATE INSPECTION REPORTS FOR HILLVIEW CARE HOME

A report was submitted by the Chief Nurse providing information regarding the most recent inspection for Hillview Care Home.

After discussion and having heard the 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 2.57 p.m.

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