

**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 Tuesday, 20 June 2023 at 1.00 p.m.

Present: Rona Sweeney and Michelle Wailes*, NHS Greater Glasgow and Clyde Health Authority; Michelle McGinty, Martin Rooney and Clare Steel, West Dunbartonshire Council.

*arrived later in the meeting.

Attending: Beth Culshaw, Chief Officer; 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 and Chief Social Work Officer; Fiona Taylor, Head of Health and Community Care; Gillian Gall, Head of Human Resources; Val Tierney, Chief Nurse; Jennifer Ogilvie, HSCP Finance Manager; Helen Little, MSK Physiotherapy Manager GGC; Andi Priestman, Chief Internal Auditor; Nigel Ettles, Principal Solicitor and Ashley MacIntyre and Nicola Moorcroft, Committee Officers.

Apologies: Apologies for absence were intimated on behalf of Lesley Rousselet, NHS Greater Glasgow and Clyde Health Authority and lay member Mrs Anne MacDougall, Chair of the Locality Engagement Network, Clydebank

Rona Sweeney in the Chair

STATEMENT BY CHAIR

Rona Sweeney, Chair advised that the meeting was being audio streamed and broadcast live to the internet and would be available for playback.

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 MEETING

The Minutes of Meeting of the West Dunbartonshire Health and Social Care Partnership Board Audit and Performance Committee, held on 14 February 2023, were submitted and approved as a correct record.

ROLLING ACTION LIST

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

MSK PHYSIOTHERAPY SERVICE ANNUAL REPORT 2022/23

A report was submitted by Helen Little, MSK Physiotherapy Manager presenting the Annual Report for MSK Physiotherapy service (Greater Glasgow and Clyde) 2022/23.

After discussion and having heard the MSK Physiotherapy Manager in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note the contents of the report;
- (2) to note the achievements of the MSK service in regards to performance, priority project work, patient feedback and involvement, use of data and work on digital enhancement within the MSK service; and
- (3) to note that relevant changes would be made to the Annual Report and presented to the HSCP Board.

Note:- Michelle Wailes arrived during consideration of this item.

WEST DUNBARTONSHIRE HSCP ANNUAL PERFORMANCE REPORT 2022-2023

A report was submitted by Margaret-Jane Cardno, Head of Strategy and Transformation, providing an overview of the HSCPs performance in planning and carrying out integrated functions. The Annual Performance Report is produced for the benefit of Partnerships and their communities and includes a Complaints management overview for the year 2022/23.

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

- (1) that the West Dunbartonshire HSCP Annual Performance Report 2022/23 and the Annual Complaints Report 2022/23 be approved for publication, following the agreed changes being made in line with the legislative timescales; and
- (2) to note that the decision will be homologated by the HSCP Board on 15 August 2023.

VARIATION IN ORDER OF BUSINESS

Having heard the Chair, the Committee agreed to vary the order of business as hereinafter minuted.

COMMUNITY PLANNING PARTNERSHIP'S JOINT INSPECTION OF CHILDREN AND YOUNG PEOPLE AT RISK OF HARM IN WEST DUNBARTONSHIRE

A report was submitted by Lesley James, Head of Children's Health, Care and Justice Services and Chief Social Worker providing information on the progress of the Community Planning Partnership's Joint Inspection of children and young people at risk of harm in West Dunbartonshire.

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

- (1) to note the contents of the letter dated 13 April 2023 from the Care Inspectorate on behalf of the Joint Inspection Team. The letter has been published and is available on the Care Inspectorate website;
- (2) to note that the Public Protection Chief Officers Group (PPCOG) received regular updates from the interim Executive Oversight Group, set up to oversee the inspection activity and progress, and to provide leadership and scrutiny in relation to progress of the inspection improvement plan. A review of the interim governance arrangements would be considered by PPCOG at its next meeting in June 2023;
- (3) to note the priority actions contained in the Community Planning Partnership's Improvement Action Plan and outlined in section 4.9 of the report (Appendix 3 of the report); and
- (4) to note that external support in relation to strategic planning and delivery of services to children and young people at risk of harm, would continue to be provided through the Partnership's Strategic Inspector and Local Area Network arrangements.

INSPECTION OF FOSTERING SERVICES IN WEST DUNBARTONSHIRE

Lesley James, Head of Children's Health, Care and Justice Services and Chief Social Worker provided a verbal update on the improvement work undertaken in response to the inspection of Fostering Service in West Dunbartonshire.

The Head of Children's Health, Care and Justice Services and Chief Social Worker advised that the service was inspected in November 2021 and again in November 2022 and that a progress update had been presented to the Committee on a quarterly basis.

The Inspection focussed on:

- (1) How good is our leadership;
- (2) How good is our staff team; and
- (3) How well do we support people's wellbeing

The following requirements were made:

- (1) Ensure clear, outcome focused and accessible children's plan's are in place, ensuring the activity within the plans are measurable and time-scaled. This requirement was implemented and rolled out across the service between January and May 2023 and monitored by the PMO team; and
- (2) By March 2023, all children in need of permanent foster care have assessment completed and plans carried out.

The Head of Children's Health, Care and Justice Services and Chief Social Worker noted that, the service had worked to strengthen reporting of data to ensure an understanding of the key processes and where delays are occurring to enable efforts to be targeted and that the Care Inspectorate had recognised progress is being made.

Having heard the Head of Children's Health, Care and Justice Services and Chief Social Worker, the Committee agreed:-

- (1) to note the update provided; and
- (2) that an update would be provided on a 'normal' reporting cycle moving forward.

Commented [AM1]: Check reporting cycle – annual?

INSPECTION OF ADOPTION SERVICES IN WEST DUNBARTONSHIRE

Lesley James, Head of Children's Health, Care and Justice Services and Chief Social Worker provided a verbal update on the improvement work undertaken in response to the inspection of Adoption Service in West Dunbartonshire.

The Head of Children's Health, Care and Justice Services and Chief Social Worker advised that the service was inspected in November 2021 and again in November 2022 and that a progress update had been presented to the Committee on a quarterly basis.

The Inspection focussed on:

- (1) How good is our leadership;
- (2) How good is our staff team; and
- (3) How well do we support people's wellbeing

The Head of Children's Health, Care and Justice Services and Chief Social Worker noted that, Inspectors found the quality of assessment planning for adoption services as standard, with wider provider led care planning to be inconsistent and that there had been debate and discussion nationally regarding the approach taken by Care Inspectorate. The service is working to ensure a Whole Systems approach with a revised action plan and tight scrutiny in place and continue to work closely with data colleagues in relation to reporting directly from Care First.

Having heard the Head of Children's Health, Care and Justice Services and Chief Social Worker, the Committee agreed:-

- (1) to note the update provided; and
- (2) that an update would be provided on a 'normal' reporting cycle moving forward.

Commented [AM2]: Check reporting cycle – annual?

AUDIT PLAN PROGRESS REPORT

A report was submitted by Andi Priestman, Chief Internal Auditor, monitoring the performance of Internal Audit and gaining an 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, the Committee agreed to note the progress made in relation to the Internal Audit Annual Plan for 2022/23.

REVIEW OF CIPFA FINANCIAL MANAGEMENT CODE

A report was submitted by Julie Slavin, Chief Financial Officer presenting the CIPFA Financial Management Code, which applies to all local government bodies, including Integration Joint Boards (IJB) and a self-assessment of compliance recommending actions for improvement.

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 key principles and requirements of the CIPFA Financial Management Code; and
- (2) to note the self-assessment of compliance and the actions to be progressed to support improvement.

AUDIT ANNUAL REPORT AND ASSURANCE STATEMENT

A report was submitted by Andi Priestman, Chief Internal Auditor presenting the Chief Internal Auditor's Annual Report for 2022/23 based on the internal audit work carried out for the year ended 31 March 2023, containing an independent opinion on the adequacy and effectiveness of West Dunbartonshire's Health & Social Care Partnership 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 contents of the report.

ADJOURNMENT

The Chair adjourned the meeting for a short recess. The meeting reconvened at 2.35 p.m. with all those listed in the sederunt present.

REVIEW OF THE LOCAL CODE AND DRAFT ANNUAL GOVERNANCE STATEMENT

A report was submitted by Julie Slavin, Chief Financial Officer (CFO) presenting the outcome of the self-evaluation of compliance of the HSCP Board's Code of Good Governance and associated improvement actions and the Annual Governance Statement, for inclusion in the HSCP Board's 2022/23 Unaudited Annual Accounts and informing of the requirement to complete a response to the external auditor on compliance with International Auditing Standards (ISAs) in relation to fraud, litigation, laws and regulations.

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;
- (2) to consider the detail of the 2022/23 Annual Governance Statement and approve its inclusion in the 2022/23 Unaudited Annual Accounts; and
- (3) that the CFO would work with the Chief Internal Auditor, the Chair and Vice Chair of the HSCP Audit and Performance Committee to prepare a response to our external auditor by the 31 July 2023 deadline.

UNAUDITED ANNUAL REPORT AND ACCOUNTS 2022-2023

A report was submitted by Julie Slavin, Chief Financial Officer requesting that the HSCP Board's Audit and Performance Committee consider the unaudited Annual Report and Accounts for the HSCP Board covering the period 1 April 2022 to 31 March 2023 and approve the unaudited Accounts and associated working papers to be passed to our 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 consider the 2022/23 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 are anticipated to be presented, for final approval, to the HSCP Board by the 30 September statutory deadline, prior to submission to the Accounts Commission.

INTERNAL AUDIT ANNUAL STRATEGY AND PLAN 2023-2024

A report was submitted by Andi Priestman, Chief Internal Auditor seeking approval for the indicative Internal Audit Strategy and Plan for 2023-2024.

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 2023-2024.

ACCOUNTS COMMISSION REPORT – INTEGRATION JOINT BOARDS FINANCIAL ANALYSIS 2021/22

A report was submitted by Julie Slavin, Chief Financial Officer presenting, for information, the recently published Accounts Commission Report – Integration Joint Boards Financial Analysis 2021/22.

After discussion and having heard the Chief Financial Officer in further explanation of the report, the Committee agreed to note the contents of the report published in April 2023, recognising the reporting period covering the 2021/22 financial year and some comment on the 2022/23 budget setting.

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

A report was submitted Val Tierney, Chief Nurse, providing an update on Care Inspectorate inspection reports for three independent sector residential older

peoples' Care Homes located within West Dunbartonshire – Strathleven Care Home, Hillview Care Home and Castle View Nursing Home.

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

The meeting closed at 3.20 p.m.