

## **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, 14 February 2023 at 1.05 p.m.

**Present:** Rona Sweeney and Michelle Wailes, NHS Greater Glasgow and Clyde Health Authority; Martin Rooney and Clare Steel, West Dunbartonshire Council and lay member Mrs Anne MacDougall, Chair of the Locality Engagement Network, Clydebank.

**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; Val Tierney, Chief Nurse; Andi Priestman, Chief Internal Auditor; Nigel Ettles, Principal Solicitor; Carol-Ann Burns, Senior Democratic Services Officer and Ashley MacIntyre and Nicola Moorcroft, Committee Officers.

**Also Attending:** Tom Reid, Audit Director, Mazars.

**Apologies:** Apologies for absence were intimated on behalf of Lesley Rousselet, NHS Greater Glasgow and Clyde Health Authority and Michelle McGinty, West Dunbartonshire Council.

**Rona Sweeney in the Chair**

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### **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 15 November 2022 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.

### **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 regarding overtime, opt-out agreements and income data and having heard the Chief Internal Auditor, Chief Financial Officer, Head of Health and Community Care and Head of Strategy and Transformation 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 2022/23.

### **WEST DUNBARTONSHIRE HEALTH AND SOCIAL CARE PARTNERSHIP (HSCP) QUARTERLY PERFORMANCE REPORT 2022/23 QUARTER THREE**

A report was submitted by Margaret-Jane Cardno, Head of Strategy and Transformation ensuring the 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 regarding the primary care team, delayed discharges, MSK, unpaid carers and looked after children and having heard the Head of Strategy and Transformation, Head of Service for Mental Health, Addictions and Learning Disabilities, Head of Health and Community Care and Head of Children's Health, Care and 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 content of the HSCP Quarterly Performance Report 2022/23 Quarter Three and performance against the Strategic Plan 2019 - 2023 by exception;

- (2) to note that due to timing issues the report presents partial Quarter Three data; and
- (3) to note that Quarter Two information previously unavailable to the Committee was contained within the report.

Note:- Michelle Wailes left the meeting during consideration of this item.

### **2022/23 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 2022/23 Annual Accounts of the HSCP Board identifying legislative requirements and key stages.

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

- (1) to note the contents of the report; and
- (2) to approve that due to the Audit and Performance meeting schedule, External Audit's draft 2022/23 Annual Audit Plan would be presented to the 15 March HSCP Board for consideration.

### **INSPECTION OF FOSTERING SERVICES IN WEST DUNBARTONSHIRE**

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

After discussion regarding the grading scale, expectations and next steps and having heard the Head of Children's Health, Care and 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 report; and
- (2) to note the requirements and improvements that have been asked of the service following the short notice announced inspection that was completed in November 2022.

**CARE INSPECTORATE INSPECTION REPORTS FOR CROSSLET HOUSE  
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, Head of Health and Community Care providing information regarding the most recent inspection report for Crosslet House.

Having heard Val Tierney, Chief Nurse in further explanation of the report, the Committee agreed to note the contents of the report.

Martin Rooney commented on the positive report and wished to note thanks to everyone involved.

**REVIEW OF TERMS OF REFERENCE OF THE AUDIT AND PERFORMANCE  
COMMITTEE**

A report was submitted by Julie Slavin, Chief Financial Officer providing a revised Terms of Reference (ToR) of the Audit and Performance Committee following a recent scheduled review.

After discussion regarding membership and quorum 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 updated CIPFA guidance for audit committees;
- (2) to agree the changes to the current Terms of Reference of the Audit and Performance Committee; and
- (3) to remit the updated Terms of Reference of the Audit and Performance Committee to the HSCP Board for final approval, recognising that the Audit and Performance Committee is a formal committee of the Board.

The meeting closed at 3.00 p.m.