

**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, 19 September 2023 at 1.09 p.m.

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

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; Gillian Gall, Head of Human Resources; 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; Jennifer Ogilvie, HSCP Finance Manager Michael McDougall, Manager of Legal Services; and Ashley MacIntyre and Lynn Straker, Committee Officers.

Also Attending: Tom Reid, Audit Director - Mazars.

Apologies: Apologies for absence were intimated on behalf of lay member Mrs Anne MacDougall, Chair of the Locality Engagement Network, Clydebank and Saied Pourghazi, Associate Clinical Director and General Practitioner.

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.

ADJOURNMENT

The Chair adjourned the meeting for a short recess in order to resolve technical issues. The meeting reconvened at 1.18 p.m. with all those listed in the sederunt present.

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 20 June 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.

WEST DUNBARTONSHIRE HEALTH AND SOCIAL CARE PARTNERSHIP (HSCP) QUARTERLY PERFORMANCE REPORT 2023/24 QUARTER 1

A report was submitted by Margaret-Jane Cardno, Head of Strategy and Transformation, providing support to Members to fulfil their ongoing responsibility to ensure effective monitoring and reporting on the delivery of services and on the programme of work as set out in the new West Dunbartonshire HSCP Strategic Plan 2023-2026: Improving Lives Together.

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

- (1) to note the content of the HSCP Quarterly Performance Report 2023/24 Quarter One and performance against the Strategic Plan 2023 - 2026 by Exception; and
- (2) to note that due to timing issues the report presents partial Quarter One data.

AUDIT PLAN PROGRESS REPORT

A report was submitted by Andi Priestman, Chief Internal Auditor, providing an update to enable Members to monitor the performance of Internal Audit and gain an overview of the WD HSCP Board's overall control environment.

After discussion and having heard the Chief Internal Auditor in further explanation and in answer to Members' questions, the Committee agreed to note the progress made in relation to the Internal Audit Annual Plan for 2023/24.

GOVERNANCE OF HEALTH AND SOCIAL CARE PARTNERSHIP COMMISSIONED SERVICES

A report was submitted by Margaret-Jane Cardno, Head of Strategy and Transformation, providing an update to Members on matters relating to West Dunbartonshire Health and Social Care Partnership's (HSCP) current governance process and its plan for improving its governance of externally commissioned health and social care services.

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

- (1) that the Contracts, Commissioning and Quality Assurance team would continue to develop the way in which externally commissioned health and social care services are monitored. This would be in the form of a Quality Assurance Framework, which would be brought to a future Audit and Performance Committee for consideration; and
- (2) that in order to develop a robust reporting tool for the Audit and Performance Committee, the Contracts, Commissioning and Quality Assurance team propose to work with members of the Audit and Performance Committee along with colleagues from Internal Audit, Finance, Procurement Teams and Legal Services. This partnership approach would ensure that a fit for purpose report is delivered, providing the Audit and Performance Committee with assurances around the HSCP's governance of externally commissioned health and social care services.

MINISTERIAL STRATEGIC GROUP FOR HEALTH AND COMMUNITY CARE: MEASURING PROGRESS UNDER INTEGRATION

A report was submitted by Margaret-Jane Cardno, Head of Strategy and Transformation, providing an update to Members on the status of the "Progress with Integration of Health and Social Care, West Dunbartonshire Health and Social Care Partnership Action Plan" [the Action Plan].

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

- (1) to note the contents of the "Progress with Integration of Health and Social Care, West Dunbartonshire Health and Social Care Partnership Action Plan", September 2023 (Appendix 1 of the report), and

- (2) that a further update report would be brought to a future meeting of the Audit and Performance Committee.

ADJOURNMENT

At this point in the meeting, Ms Sweeney, Chair, left the meeting due to technical issues. The meeting reconvened at 2.26 p.m. and Michelle McGinty, Vice Chair, assumed the chair.

Michelle McGinty in the Chair

CARE INSPECTION OF WEST DUNBARTONSHIRE HEALTH AND SOCIAL CARE PARTNERSHIP (HSCP) SHELTERED HOUSING: SUMMARY OF THE INSPECTION REPORT

A report was submitted by Fiona Taylor, Head of Health and Community Care, summarising the Care Inspectorate report following an unannounced inspection of West Dunbartonshire HSCP Sheltered Housing Service between the 17th and 21st April 2023.

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

- (1) to note that the Care Inspectorate graded West Dunbartonshire Sheltered Housing with an overall grade three – Adequate; and
- (2) to note that an action plan is in place to monitor completion of the actions required to address the Requirements and Areas for Improvement identified by the Care Inspectorate.

Note:- during consideration of this item, Ms Sweeney re-joined the meeting and assumed the chair.

Rona Sweeney in the Chair

CARE INSPECTION OF WEST DUNBARTONSHIRE HEALTH AND SOCIAL CARE PARTNERSHIP (HSCP) CARE AT HOME SERVICE: SUMMARY OF THE INSPECTION REPORT

A report was submitted by Fiona Taylor, Head of Health and Community Care, summarising the Care Inspectorate report following an unannounced inspection of West Dunbartonshire HSCP Care at Home Services between 15 and 24 March 2023. The paper will also provide assurance to Members that there is an action plan in place to address the three requirements and eight areas for Improvement (AFI) which must be completed by 30 September 2023.

After discussion and having heard the Head of Health and Community Care in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note that the Care Inspectorate graded the West Dunbartonshire Care at Home Service an overall grade 3 – adequate; and
- (2) to note that an action plan is underway to demonstrate the activities in place to address the requirements and the Afl's identified by the Care Inspectorate.

CARE INSPECTORATE REPORT – CLYDE COURT CARE HOME

Michelle McGinty declared an interest in this item as a family member was a resident in Clyde Court Care Home at the time of the inspection and intimated that she would not take part in any decisions relating to this item.

A report was submitted by Margaret-Jane Cardno, Head of Strategy and Transformation, providing an update on Care Inspectorate reporting for Clyde Court Care Home which is an independent, private sector residential older peoples' Care Home located within West Dunbartonshire.

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

Note:- Martin Rooney left the meeting during consideration of this item.

The meeting closed at 3.06 p.m.