

**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 November 2023 at 10.00 a.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; Fiona Taylor, Head of Health and Community Care; Val Tierney, Chief Nurse; Helen Little, MSK Physiotherapy Partnership Manager; Andi Priestman, Chief Internal Auditor; Jennifer Ogilvie, HSCP Finance Manager; Michael McDougall, Manager of Legal Services and Nicola Moorcroft and Lynn Straker, Committee Officers.

Also Attending: Tom Reid, Audit Director - Mazars.

Apologies: Apologies for absence were intimated on behalf Sylvia Chatfield, Head of Service for Mental Health, Addictions and Learning Disabilities; Gillian Gall, Head of Human Resources and Lesley James, Head of Children's Health, Care and Justice Services and Chief Social Work Officer.

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 19 September 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.

QUARTERLY PERFORMANCE REPORT 2023/24 QUARTER TWO

A report was submitted by Margaret-Jane Cardno, Head of Strategy and Transformation, providing information to support the HSCP Audit and Performance Committee to fulfil 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 Strategic Plan 2023-2026: Improving Lives Together.

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

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

AUDIT PLAN PROGRESS REPORT

A report was submitted by Andi Priestman, Chief Internal Auditor, providing information 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 from the Chief Internal Auditor and the Chief Nurse in further explanation and in answer to Members' questions, the Committee agreed that the Audit and Performance Committee note the progress made in relation to the Internal Audit Annual Plan for 2023/24.

EXTERNAL AUDIT ANNUAL REPORT ON ACCOUNTS

A report was submitted by Julie Slavin, Chief Financial Officer, providing detail on the External Audit Annual Report on Accounts.

After discussion and having heard from the Chief Financial Officer and the Audit Director (Mazars) in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to provide assurance to Mazars that the responses made, in the information requests to management and those charged with governance, remain unchanged since their submission on 1 August 2023;
- (2) the contents of the proposed Annual Audit Report to the HSCP Board and the Controller of Audit for the financial year ended 31 March 2023;
- (3) to note the achievement of an unqualified audit opinion;
- (4) the key messages, the recommendations and agreed management actions; and
- (5) to provide assurance to the HSCP Board that after consideration of both this annual audit report and management's letter of representation to external audit, the 2022/23 final audited accounts can be approved for final sign-off by the HSCP Board.

REVIEW OF 2022/23 AUDITED ANNUAL ACCOUNTS

A report was submitted by Julie Slavin, Chief Financial Officer, providing detail on the above.

After discussion and having heard from the Chief Financial Officer in further explanation, the Committee agreed:-

- (1) to consider the audited Annual Accounts for 2022/23; and
- (2) to remit the audited Annual Accounts and the associated Annual Audit Report from the external auditor,

REVIEW OF STRATEGIC RISK REGISTER

A report was submitted by Margaret-Jane Cardno, Head of Strategy and Transformation, presenting the six monthly update on the HSCP Strategic Risk Register in compliance with the West Dunbartonshire Health and Social Care Partnership Risk Management Policy.

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

- (1) to note and comment on the presentation of the report;
- (2) that the HSCP Board agree the Strategic Risk Register as outlined in Appendix I with further detail on risks levels to be provided by Risk Leads; and
- (3) to recommend that the HSCP Board approve the addition of two new Strategic Risks as outlined in Appendix 2 of the report.

RISK APPETITE STATEMENT

A report was submitted by Margaret-Jane Cardno, Head of Strategy and Transformation, seeking HSCP Audit and Performance Committee agreement in respect of the amount of risk that the Partnership is prepared to accept, tolerate, or be exposed to at any point in time.

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 some of the data within current risk appetite statement as shown in Appendix 1 of the report required to be updated and brought back to the next meeting of the HSCP Audit and Performance Committee with the following changes required:
 - Risks to quality and innovation outcomes – remove the term 'outcomes'
 - Information Risks and Business Continuity Risks – require clarity on definition of risks levels and the inclusion of an additional column in Appendix 2 titled 'Operational Risks'; and
- (2) to continually review the risk appetite statement annually, when the HSCP Board's Strategic Plan is reviewed or more frequently if required going forward.

CARE INSPECTORATE INSPECTION REPORT FOR COMMISSIONED REGISTERED SERVICES IN WEST DUNBARTONSHIRE

A report was submitted by Margaret-Jane Cardno, Head of Strategy and Transformation, providing inspection reports for commissioned registered services located within West Dunbartonshire during the period 1 April 2023 – 30 September 2023 (Quarter One to end of Quarter Two).

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

The meeting closed at 11.35 p.m.

DRAFT