

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 Thursday, 27 June 2024 at 1.00 p.m.

Present: Rona Sweeney, Lesley Rousselet and Michelle Wailes, NHS Greater Glasgow and Clyde and Councillors 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 and Val Tierney, Chief Nurse.

Also Attending: Michael McDougall, Manager of Legal Services; Sylvia Chatfield, Head of Mental Health, Addictions and Learning Disabilities; Tom Reid and Caleb Ogouche, External Auditors – Forvis Mazars and Lynn Straker and Lauren Simeon, Committee Officers.

Apologies: Apologies for absence were intimated on behalf of Lesley James, Head of Children's Health, Care and Justice and Chief Social Work Officer; Gillian Gall, Head of HR; Dr Saied Pourghazi, Associate Clinical Director and General Practitioner; Helen Little, MSK Physiotherapy Manager and Andi Priestman, Chief Internal Auditor.

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 March 2024 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 Julie Slavin, Chief Financial Officer providing Members information to allow them to monitor the performance of Internal Audit and gain an overview of the Board's overall control environment.

After discussion and having heard the Chief Financial Officer, 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.

EXTERNAL AUDIT AND STRATEGY MEMORANDUM 2023-24

A report was submitted by Julie Slavin, Chief Financial Officer, providing Members with a brief overview of the external auditors Annual Audit Plan for the year ending 31 March 2024 and setting out the audit scope, approach and timeline for the HSCP Board 2023/24 annual accounts.

After discussion and having heard the Chief Financial Officer and Tom Reid, External Auditor – Forvis Mazars in further explanation and in answer to Members' questions, the Committee agreed to note the contents of the Annual Audit Plan by Mazars which had now been rebranded and will be known as Forvis Mazars going forward.

AUDIT ANNUAL REPORT AND ASSURANCE STATEMENT FOR 2023-24

A report was submitted by Julie Slavin, Chief Financial Officer, providing Members with the Chief Internal Auditor's Annual Report for 2023/24 based on the internal audit work carried out for the year ending 31 March 2024. It was noted that this contained 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 Financial Officer in further explanation and in answer to Members' questions, the Committee agreed to note the content of the report.

REVIEW OF THE LOCAL CODE AND DRAFT ANNUAL GOVERNANCE STATEMENT

A report was submitted by Julie Slavin, Chief Financial Officer:

- (a) advising the Audit and Performance Committee of the outcome of the annual self-evaluation of the HSCP Board's compliance with its Code of Good Governance and the associated improvement actions;
- (b) seeking approval on the draft Annual Governance Statement for inclusion in the HSCP Board's 2023/24 Unaudited Annual Accounts; and
- (c) informing Members of the requirement to complete a response to our external auditor on compliance with International Standards for Auditing (ISAs) in relation to fraud, litigation, laws and regulations.

After discussion and having heard the Chief Financial Officer in further explanation 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) the detail of the 2023/24 Annual Governance Statement, with the addition of an explanation regarding the outstanding self-evaluation of the effectiveness of the Audit and Performance Committee and approved its inclusion in the 2023/24 Unaudited Annual Accounts; and
- (3) that the CFO would work with the Chief Internal Auditor, the Chair and Vice Chair of the Audit and Performance Committee to prepare a response to the external auditor by the 12 August 2024 deadline.

UNAUDITED ANNUAL REPORT AND ACCOUNTS 2023/24

A report was submitted by Julie Slavin, Chief Financial Officer, requesting Members consider the unaudited Annual Report and Accounts for the HSCP Board covering the period 1 April 2023 to 31 March 2024 and approve the unaudited accounts and associated working papers to be passed to our external auditors for their review.

After discussion and having heard the Chief Financial Officer in further explanation, including an update on a minor adjustment of £0.050m between earmarked and un-

earmarked reserve balances and in answer to Members' questions, the Committee agreed:-

- (1) to the 2023/24 unaudited Annual Report and Accounts, subject to the adjustment detailed above;
- (2) to approve their submission to the HSCP Board's external auditors for review by 30 June; and
- (3) to approve that the audited Accounts were anticipated to be presented for final approval to the HSCP Board by the 30 September statutory deadline, prior to submission to the Accounts Commission.

ANNUAL PERFORMANCE REPORT

It was noted that it had not been possible for a report to be provided in time for the present meeting and that this report would instead be submitted to the next meeting of the West Dunbartonshire Health and Social Care Partnership Board Audit & Performance Committee meeting on 24 September 2024.

ANNUAL CLINICAL AND CARE GOVERNANCE REPORT

A report was submitted by Val Tierney, Chief Nurse, describing the clinical and care governance oversight arrangements in West Dunbartonshire HSCP and the progress made in assuring and improving the quality of health and social care.

After discussion and having heard Val Tierney, Chief Nurse and other members of the HSCP Senior Management Team, in further explanation and in answer to Members' questions, the Committee agreed that this report would now be sent to NHS Greater Glasgow and Clyde Health Board (NHSGGC) as all HSCPs were requested to provide an Annual Report covering the role and remit of the group and any future plans for review and evaluation of care quality.

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 Members with an update on Care Inspectorate inspection reports for commissioned registered services located within West Dunbartonshire during the period 1 January – 31 March 2024 (Quarter Four).

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

STRATEGIC RISK REGISTER SIX MONTH REVIEW

A report was submitted by Margaret-Jane Cardno, Head of Strategy and Transformation, presenting to Members the Strategic Risk Register.

After discussion and having heard from Margaret-Jane Cardno, Head of Strategy and Transformation, in further explanation and in answer to Members' questions, the Committee agreed the Strategic Risk Register should be remitted to the HSCP Board for final approval, after further consideration to increase the current scoring of two risks, being "Staff Dissatisfaction" and "Delayed Discharges".

The meeting closed at 2.10 p.m.