

## **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, 24 September 2024 at 3.00 p.m.

**Present:** Michelle Wailes, Lesley MacDonald and Libby Cairns; NHS Greater Glasgow and Clyde; Fiona Hennebry and Martin Rooney, 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 Oguche, External Auditors – Forvis Mazars, Lesley James, Head of Children's Health, Care and Justice and Chief Social Work Officer; Gillian Gall, Head of HR; Andi Priestman, Chief Internal Auditor; and Lynn Straker and Nicola Moorcroft, Committee Officers.

**Apologies:** Apologies for absence were intimated on behalf of Michelle McGinty, West Dunbartonshire Council, Helen Little, MSK Physiotherapy Manager, David Smith, Unpaid Carers Representative and Dr Saied Pourghazi, Associate Clinical Director and General Practitioner.

**Fiona Hennebry in the Chair**

### **STATEMENT BY CHAIR**

Fiona Hennebry, 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.

Fiona Hennebry made a transparency statement in relation to the item 'Scrutiny of Fostering, Adoption and Continuing Care Services In West Dunbartonshire By The Care Inspectorate' and advised that having reviewed the Report she considered there was no conflict of interest.

Martin Rooney made a transparency statement in relation to this items relating to Care at Home and advised that having applied the objective test, he had no interest to declare.

### **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 27 June 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.

### **PROPOSED ANNUAL AUDIT REPORT 2023-24**

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

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:-

- (1) to provide assurance to Forvis Mazars that the responses made in the information requests to management and those charged with governance remain unchanged since their submission on 9 August 2024;
- (2) the contents of the proposed Annual Audit Report to the Board and the Controller of Audit for the financial year ended 31 March 2024;
- (3) to note the expected audit opinion of an unqualified audit, without modification on the financial statements;

- (4) the key messages, the recommendations and agreed management action; and
- (5) to provide assurance to the HSCP Board that after consideration of both this proposed annual audit report and management's letter of representation, the 2023-24 accounts can be approved by the HSCP Board.

### **AUDITED ANNUAL ACCOUNTS 2023-24**

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

After discussion and having heard the Chief Financial Officer in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) the audited Annual Accounts for 2023-24; and
- (2) to remit the audited Annual Accounts and the associated Annual Audit Report from our external auditor, Forvis Mazars, to the September HSCP Board meeting, for approval and signature.

### **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 the Lead Internal Auditor, the Head of Strategy and Transformation and the Head of Human Resources, 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.

### **INTERNAL AUDIT ANNUAL STRATEGY AND PLAN 2024-2025**

A report was submitted by Andi Priestman, Chief Internal Auditor, providing the indicative Internal Audit Strategy and Plan for 2024-2025 to Audit and Performance Committee for approval.

After discussion and having heard the Chief Internal Auditor and the Chief Financial Officer in further explanation and in answer to Members' questions, the Committee agreed to approve the indicative Internal Audit Plan for 2024-2025.

### **WEST DUNBARTONSHIRE HSCP ANNUAL PERFORMANCE REPORT 2023/24**

A report was submitted by Margaret-Jane Cardno, Head of Strategy and Transformation, providing an overview of the HSCP's performance in planning and

carrying out integrated functions. The report also includes a complaints management overview for the year 2023/24.

After discussion and having heard the Head of Strategy and Transformation in further explanation and in answer to Members' questions, the Committee agreed to recommend to the HSCP Board that the West Dunbartonshire HSCP Annual Performance Report 2023-24 and the Annual Complaints Report 2023-24 be approved.

### **WEST DUNBARTONSHIRE HSCP QUARTERLY PERFORMANCE REPORT 2024-25 QUARTER 1**

A report was submitted by Margaret-Jane Cardno, Head of Strategy and Transformation, providing information to support Members in 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, the Head of Mental Health, Addictions and Learning Disabilities, the Head of Children's Health, Care and Justice and Chief Social Work Officer and the Head of HR in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) on the content of the HSCP Quarterly Performance Report 2024/25 Quarter One and performance against the Strategic Plan 2023-2026 by exception; and
- (2) to note that due to timing issues this report presents partial Quarter 1 data.

### **ALCOHOL AND DRUG PARTNERSHIP (ADP) ANNUAL UPDATE**

A report was submitted by Sylvia Chatfield, Head of Mental Health, Learning Disabilities and Addiction Services, providing Members with an update on the Alcohol and Drug Partnership (ADP) Strategy, implementation of the Medication Assisted Treatment (MAT) Standards and also provide an overview of the (ADP) Annual Reporting Survey submitted in June 2024, and ADP waiting times.

After discussion and having heard the Head of Mental Health, Learning Disabilities and Addiction Services in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note that West Dunbartonshire ADP have successfully implemented the MAT Standards;
- (2) to approve the Alcohol and Drugs Partnership (ADP) Annual Reporting Survey;
- (3) to note that West Dunbartonshire Health and Social Care Partnership has met the required waiting times target in the most recently published data; and

- (4) to note the new Alcohol and Drugs Partnership (ADP) priorities.

### **DRUG RELATED DEATHS IN WEST DUNBARTONSHIRE**

A report was submitted by Sylvia Chatfield, Head of Mental Health, Learning Disabilities and Addiction Services, providing Members with an update on drug related deaths in West Dunbartonshire following the publication of the National Records of Scotland (NRS) "Drug-Related Deaths in Scotland 2023" Report, and on the efforts to prevent them.

After discussion and having heard the Head of Mental Health, Learning Disabilities and Addiction Services in further explanation and in answer to Members' questions, the Committee agreed to note the contents of the report.

### **CARE INSPECTION OF WEST DUNBARTONSHIRE HSCP CARE AT HOME SERVICE: SUMMARY OF INSPECTION**

A report was submitted by Fiona Taylor, Head of Health and Community Care, summarising the Care Inspectorate report following an announced (short notice) inspection of West Dunbartonshire HSCP Care at Home Services from the 25th to 27th March 2024. The report was published on the 24th June 2024.

After discussion and having heard the Head of Community Health and 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 2 – weak; and
- (2) to note that an action plan is underway to demonstrate the activities in place to address the requirements identified by the Care Inspectorate.

### **ADJOURNMENT**

In terms of Standing Order 17(a), Fiona Hennebry, Chair, advised that the meeting was being adjourned until 3.00 p.m. on Tuesday 8 October 2024.

The meeting reconvened at 3.00 p.m. on Tuesday, 8 October 2024 with all those present in the Sederunt in attendance with the exception of Julie Slavin and Saied Pourghazi who asked for their apologies to be noted.

## **CARE INSPECTION OF WEST DUNBARTONSHIRE HSCP SHELTERED HOUSING: SUMMARY OF INSPECTION**

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 19th April 2024. The report was published in July 2024.

After discussion and having heard the Head of Community 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 5 – Very Good; 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 (Afi's) identified by the Care Inspectorate.

## **SCRUTINY OF FOSTERING, ADOPTION AND CONTINUING CARE SERVICES IN WEST DUNBARTONSHIRE BY THE CARE INSPECTORATE**

A report was submitted by Lesley James, Head of Children's Health, Care and Justice Services and Chief Social Work Officer, providing an update to Members on the findings and evaluations of the recent inspections of fostering, adoption and continuing cares services in West Dunbartonshire.

After discussion and having heard the Head of Children's Health, Care and Justice Services and Chief Social Work Officer in further explanation and in answer to Members' questions, the Committee agreed to note the contents of this report and improvement since the last Care Inspectorate scrutiny

## **Q1 REGULATED SERVICES REPORT**

A report was submitted by Margaret-Jane Cardno, Head of Strategy and Transformation, providing an update on Care Inspectorate inspection reports for commissioned registered services located within West Dunbartonshire during the period 1 April – 30 June 2024 (Quarter One).

After discussion and having heard the Head of Strategy and Transformation, the Head of Addictions, Learning Disabilities and Mental Health and the Chief Nurse in further explanation and in answer to Members' questions, the Committee agreed to note the content of this report and its appendices.

The meeting closed at 3.50 p.m.