

**GLASGOW CITY INTEGRATION JOINT BOARD  
FINANCE AND AUDIT COMMITTEE**

**IJB-FAC (M) 16-11-2016**

Minutes of meeting held in the Triathlon Room, Glasgow City HSCP,  
Commonwealth House, 32 Albion Street, Glasgow, G1 1LH  
at 9.30am on Wednesday, 16<sup>th</sup> November 2016

**PRESENT:**

<b>VOTING MEMBERS</b>	Simon Carr Ross Finnie Ian Fraser Bailie Marie Garrity Cllr Mhairi Hunter	NHSGG&C Board Member (Chair) NHSGG&C Board Member NHSGG&C Board Member Councillor, Glasgow City Council Councillor, Glasgow City Council (Vice-Chair)
<b>NON-VOTING MEMBERS</b>	Peter Millar Sharon Wearing	Independent Sector Provider Representative Chief Officer, Finance and Resources
<b>IN ATTENDANCE</b>	Jillian Campbell Kay Carmichael Colin Christie Pat Coltart Allison Eccles Duncan Goldie James Thomson	Senior Audit Manager, Internal Audit Administration Manager (Minutes) Head of Finance - SWS Commissioning Manager Head of Business Development Performance Planning Manager Commissioning Manager
<b>APOLOGIES</b>	Cllr James Adams Cllr Emma Gillian	Councillor, Glasgow City Council Councillor, Glasgow City Council

**1. DECLARATIONS OF INTEREST**

The following declaration of interests were raised:

Mr Peter Millar:-

Agenda Item No 8 – “Homelessness Service: Private Rented Sector Tender”. Peter is Chief Executive of Aspire Housing and Personal Development Services.

**2. MINUTES**

The minutes of the meeting held on 12<sup>th</sup> September 2016 were approved as a correct record.

**3. RESERVES POLICY**

Sharon Wearing spoke to a paper which set out the Reserves Policy of the Integration Joint Board detailing the purposes for which reserves may be held.

**ACTION**

Peter Millar questioned the current level of reserves for the Integration Joint Board. Sharon advised the start position is zero, however, the Integration Joint Board agreed a £3.5m contingency when the budget was set. If this is not used within this financial year it will be carried over into reserves.

Ross Finnie queried what insurance the Integration Joint Board holds. Sharon confirmed the Integration Joint Board have CNORIS (Clinical Negligence and Other Risks Indemnity Scheme) with operational and assets covered by the parent organisations.

***The Integration Joint Board Finance and Audit Committee:***

***(a) Approved the Reserves Policy of the Integration Joint Board; and,***

***(b) Remitted the report to the Integration Joint Board for the purpose of giving direction to the Council in respect of the transfer of any underspend which occurs in 2016/17 within the Integration Joint Board reserves, in order to mitigate ongoing and future budget pressures.***

Sharon Wearing

**4. CAPITAL PROGRAMME**

Sharon Wearing spoke to a paper providing a summary of the financial performance and progress on the delivery of the investment programme within the partner organisations of the Integration Joint Board.

The report provided detail on the construction of children's Residential Units and the Local Authority Care Homes under the Older Person's Capital Programme which is replacing 16 older care homes with 5 new build care homes and associated day care, along with 3 stand-alone day care facilities.

Simon Carr questioned where overall governance sits. Sharon confirmed reporting sits with the Health Board and Council, however, it was felt a quarterly update should be provided to the Integration Joint Board who are responsible for the services which are provided from the sites, therefore, any delays with builds will have implications for the strategic plan.

Sharon stated it would be the intention to invite Integration Joint Board members to an Open Day at the Commonwealth Care Home prior to residents moving into the facility.

Sharon Wearing

***The Integration Joint Board Finance and Audit Committee noted the report.***

**5. LEITHLAND OLDER PERSONS CARE HOME AND DAYCARE CENTRE NEW BUILD PROJECT – TENDER ACCEPTANCE**

Sharon Wearing presented a report advising the Finance and Audit Committee of the decision of the Council Executive Committee on 27<sup>th</sup> October 2016 to approve the award of the contract for the construction of the “Leithland Care Home and Daycare Centre” to City Building (Glasgow) LLP for £22,395,501 within an overall project budget of £23,618,251.

Sharon showed members a fly through of the Leithland site and building design. Members questioned how integrated with the local community the facility will be, Sharon stated the site is accessed through a residential estate with close proximity to Silverburn Shopping Centre.

***The Integration Joint Board Finance and Audit Committee:***

***(a) Noted the report; and***

***(b) Noted further updates on the build process of the Leithland Care Home and Daycare Centre will be tabled in due course.***

Sharon Wearing

**6. GLASGOW CITY INTEGRATION JOINT BOARD BUDGET MONITORING FOR MONTH 6 AND PERIOD 7 2016/17**

Sharon Wearing presented a report outlining the financial position of the Glasgow City Integration Joint Board as at 30 September 2016 (Health) and 30 September 2016 (Council), and highlighted areas of budget pressure and actions to mitigate these pressures.

Section 3 detailed the changes to net expenditure following the savings programme which was agreed by the Integration Joint Board on 21<sup>st</sup> September 2016.

The main areas of pressure remain within Children and Families; and Homelessness. Sharon commented on the current position in relation to Prescribing Costs which are managed on a risk-sharing basis between the NHS Board and Partnerships. The Board-wide position is showing an overspend of £170,000 on a budget of £80m, however, Glasgow is underspent by £381,000 on a budget of £42m.

Peter Millar commented on Section 4.2.2 in relation to the programme of work being undertaken to grow the use of supported living, highlighting providers who are part of the Adult Services Framework are not receiving any referrals. James Thomson stated there is a piece of work being undertaken at present to try and understand market for supportive living.

***The Integration Joint Board finance and Audit Committee noted the report.***

**7. HOMELESSNESS SERVICE: PRIVATE RENTED SECTOR TENDER**

Pat Coltart presented a paper advising the Integration Joint Board

Finance and Audit Committee on the progress to date in addressing homelessness through increased access to private rented sector tenancies.

Members queried the term of the contract of 3+1+1. Pat stated that there is a standardised approach whereby contracts are usually on 2+1+1 term. Sharon Wearing stated having the review periods in place will allow for flexibility around reviewing the impact on the sector to the welfare reform changes.

***The Integration Joint Board Finance and Audit Committee:***

***(a) Noted the report;***

***(b) Authorised the Chief Officer to re-tender the Private Rented Sector Service at an increased contract value as outlined in Section 3 of the report; and***

David Williams

***(c) Remitted the report to the Integration Joint Board to approve the direction to the Council to tender the service.***

Sharon Wearing

**8. AUDIT SCOTLAND: RESHAPING CARE FOR OLDER PEOPLE: IMPACT REPORT MAY 2016**

Allison Eccles presented a report advising the Integration Joint Board Finance and Audit Committee on the key findings of the Audit Scotland: Reshaping Care for Older People: Impact Report published in May 2016.

The key messages from the 'Reshaping Care for older people' Audit Scotland performance audit published in February 2014 were detailed at Section 2.3 with the recommendations for the Scottish Government, NHS Boards and Councils highlighted at Section 2.4.

Simon Carr queried that he had never seen an impact report before and questioned whether this is usual practice. Jillian Campbell stated that it can be the case that impact reports are produced.

***The Integration Joint Board Finance and Audit Committee:***

***(a) Noted the report;***

***(b) Noted an update on the implementation actions from the December 2015 and March 2016 Audit Scotland reports referred to in paragraph 3.1 will be presented to the Integration Joint Board Finance and Audit Committee in early 2017; and,***

Allison Eccles

***(c) Noted that Glasgow's work on Reshaping Care for Older People will be reflected in the Strategic Plan.***

**9. SOCIAL WORK IN SCOTLAND – ACCOUNTS COMMISSION REPORT PREPARED BY AUDIT SCOTLAND (SEPTEMBER 2016)**

Allison Eccles presented a report advising the Integration Joint Board Finance and Audit Committee on the key findings of the Audit Scotland report “Social Work in Scotland” published in September 2016.

The aim of the audit was to examine how effectively councils are planning to address the financial and demographic pressures facing social work. Glasgow City Council was one of six participating councils.

Peter Millar commented on Section 4.2 around ensuring when planning initiatives to ensure that to evaluate what difference it will make to a person’s life.

***The Integration Joint Board Finance and Audit Committee:***

***(a) Noted the recommendations from the Audit Scotland report ‘Social Work in Scotland’;***

***(b) Approved the draft action plan (Appendix 1); which will be subject to ongoing scrutiny and oversight the Integration Joint Board Finance and Audit Committee;***

Allison Eccles

***(c) Remitted the report to the Glasgow City Council’s Integration Transition Board for consideration of the Council’s response; and,***

Allison Eccles

***(d) Remitted the report to the Integration Joint Board to approve the direction to the Council to tender the service.***

**10. CARE HOME QUALITY REPORT – OCTOBER 2016**

James Thomson presented a paper informing the Integration Joint Board Finance and Audit Committee of purchased care home Care Inspectorate grading performance at October 2016.

Peter Millar queried whether there is any correlation with spend on care homes and care inspectorate grades. James indicated there was no evidence of any direct correlation and in fact the higher level units which would ultimately have greater spend see the most difficulty.

***The Integration Joint Board Finance and Audit Committee:***

***(a) Noted the performance highlighted in the report; and***

***(b) Noted the measures being adopted by the Council to address performance issues, including further consideration of local commissioning of these services.***

**11. PERFORMANCE REPORT**

Duncan Goldie spoke to a paper outlining future timetable for reporting

upon performance to the Integration Joint Board Finance and Audit Committee.

Performance will be reported quarterly to the Integration Joint Board Finance and Audit Committee; however, care groups themes would be discussed in more detail at each Committee meeting as outlined within the timetable. The intention would be that service managers would attend the meetings to assist with any questions around the performance within the care group.

***The Integration Joint Board Finance and Audit Committee:***

***(a) Noted the reporting timescales for producing quarterly reports;***

***(b) Noted the reporting timetable for presenting these quarterly performance reports to the Integration Joint Board; and,***

***(c) Noted the intention to focus upon specific care group performance issues at each meeting.***

## **12. ATTENDANCE MANAGEMENT**

Christina Heuston presented a paper advising the Integration Joint Board Finance and Audit Committee of the current absence levels across Glasgow City Health and Social Care Partnership.

Within Attendance Management Actions Plans for Social Work a number of priorities are the focus of the department to try and achieve a reduction in overall absence figures which include:

- Training for Managers
- Employee Support Programme
- Target Hot Spots
- Long Term Absence
- Communication

Within Health the People and Change Managers continue to support senior management teams providing absence statistics, identifying patterns and trends to inform management action. The action plan focuses on a number of areas:

- Raising Policy Awareness
- Short Term Absence
- Long Term Absence

Christina stated they have been unable to get enough information in order to provide comparisons with other Health and Social Care Partnerships. Simon Carr requested that the benchmarking information be provided at the next meeting.

Ian Fraser highlighted the Oral Health Directorate have been under the 4% target for NHS. He emphasised however, the ageing workforce who are dealing with vulnerable groups and the financial pressures within the organisations. Ian also commented on the % of staff within the Partnership taking up the flu vaccine. Christina stated around 10% of staff within SWS have had the vaccine through the drop-in clinics; however, there will be a number of staff who have perhaps had the vaccine through their GP or buying from a pharmacy. Simon Carr stated

**Christina Heuston**

the figure for NHS was around 30%.

Peter Millar questioned whether there is any financial impact when staff are off sick. Sharon Wearing stated this is the case within residential and day care, where there are minimum staffing levels. She highlighted a peripatetic team has been recruited which will be more cost effective and also allow continuity of staff working across the services. Peter also queried whether a comparison could be undertaken with externally purchased provider's staff absence for a future report.

Christina Heuston

***The Integration Joint Board Finance and Audit Committee noted the report.***

### **13. NHS IN SCOTLAND 2016 – AUDIT SCOTLAND REPORT OCTOBER 2016**

Allison Eccles presented a paper advising the Finance and Audit Committee on the key findings of the Audit Scotland report 'NHS in Scotland 2016' published in October 2016. The overall aim of the audit was to answer the question '*How well is the NHS in Scotland performing and is it equipped to deal with the challenges ahead*'.

The audit made 9 recommendations to Scottish Government, NHS and Integration Joint Board. Of those recommendations:

- 3 recommendations are directed to the Scottish Government
- 3 recommendations are directed to the Scottish Government working in Partnership with NHS boards and integration authorities
- 3 recommendations are jointly directed to NHS boards, working in partnership with integration authorities.

An action plan has been developed to address the report recommendations for the NHS and Integration Joint Board.

Ross Finnie queried whether the Integration Joint Board can provide comments back to Audit Scotland on the report, highlighting the need for Audit Scotland to get the Scottish Government to support Public Health Initiatives for preventative medicine and care. Sharon Wearing indicated she is due to meet with the local Audit team and would raise this point with them.

Sharon Wearing

***The Integration Joint Board Finance and Audit Committee:***

***(a) Noted the recommendations from the Audit Scotland report 'NHS in Scotland 2016;***

***(b) Approved the draft action plan (Appendix 1); which will be subject to ongoing scrutiny and oversight the Integration Joint Board Finance and Audit Committee;***

***(c) Remitted the report to the Integration Joint Board for consideration and approval of a direction to the NHS.***

### **14. NEXT MEETING**

Sharon Wearing advised the proposed date for the next meeting is

9.30am on Wednesday, 15<sup>th</sup> February 2017 in the Boardroom, Commonwealth House, 32 Albion Street, Glasgow, G1 1LH, however, this would be subject to change following discussion at the Integration Joint Board meeting on 9<sup>th</sup> December 2016.

The meeting ended at 11.15am