

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

IJB-FAC (M) 22-02-2017

Minutes of meeting held in the Boardroom, Glasgow City HSCP,
Commonwealth House, 32 Albion Street, Glasgow, G1 1LH
at 9.30am on Wednesday, 22nd February 2017

PRESENT:**VOTING MEMBERS**

Cllr James Adams	Councillor, Glasgow City Council
Simon Carr	NHSGG&C Board Member (Chair)
Ross Finnie	NHSGG&C Board Member
Cllr Emma Gillan	Councillor, Glasgow City Council
Cllr Mhairi Hunter	Councillor, Glasgow City Council (Vice-Chair)

NON-VOTING MEMBERS

Peter Millar	Independent Sector Provider Representative
Sharon Wearing	Chief Officer, Finance and Resources

IN ATTENDANCE

Duncan Black	Head of Audit & Inspection, Internal Audit
Sybil Canavan	Head of HR
Colin Christie	Head of Finance - SWS
Allison Eccles	Head of Business Development
Stephen Fitzpatrick	Head of Strategy (Older People's Services)
Duncan Goldie	Performance Planning Manager
Jacqueline Kerr	Head of Operations, North West
Julie Kirkland	Senior Officer (Governance Support)
Sheena Walker	Governance Support Officer (Minutes)

APOLOGIES

No apologies.

1. DECLARATIONS OF INTEREST

No declarations of interests were raised.

2. APOLOGIES

No apologies for absence were noted.

3. MINUTES

The minutes of the meeting held on 16th November 2016 were approved as a correct record.

4. MATTERS ARISING

Simon Carr asked that a rolling action list be produced and would be a separate item on the agenda. Agreed.

Sharon Wearing reported in relation to page 2, item 3 of the minute, that

ACTION

Allison Eccles

Commonwealth Care Home was waiting on certification and there was a provisional open day scheduled for 8th March, 2pm-4pm and members of the Committee were welcome to attend.

Simon Carr questioned that in relation to reserves did the agreed £3.5m contingency remain. Sharon Wearing advised that at this point in time, £70k in 2017/18 of the £3.5m contingency had been used for kinship care.

Sharon Wearing provided an update to the point raised by Ross Finnie on page 7, item 13 of the previous minute regarding feedback to Audit Scotland on supporting Public Health Initiatives; Sharon advised she had fed back the comments to local auditors and they would feed this back to the National Group.

5. DRAFT INTERNAL AUDIT PLAN 2017/18

Duncan Black presented to the Integration Joint Board Finance and Audit Committee a draft audit plan for 2017/18 for the Glasgow City Integration Joint Board.

Duncan advised that the plan was for consideration and to allow the opportunity to feedback changes or additional items to be included. Section 3 of the report provided an update for 2016/17 and work was on track and completed as planned. The governance framework and financial management review would be presented at the next meeting in April and the performance framework presented in June. A draft Assurance Map for the IJB would also be presented at the next meeting in April. The attached appendix provided the details of audit activity that would be undertaken during the year and follow up audit recommendations. Duncan highlighted the importance of keeping the plan under review for the Integration Joint Board going forward.

Ross Finnie referred to the financial risks detailed in the appendix and asked if there were any operational risks. Duncan advised that there was a list of integration projects in the programme and they would review the actions, how they worked operationally; and learn from that.

Simon Carr asked that there be a schedule of dates for the audit plan when activities would be brought to the Committee and that given financial discussions, financial management be an early one. Agreed.

Duncan Black

The IJB Finance and Audit Committee:

- a) commented on the draft Internal Audit Plan for 2017/18; and***
- b) instructed the Chief Internal Auditor to submit a final plan to the next IJB Finance and Audit Committee meeting.***

6. INTERNAL AUDIT UPDATE (September 2016 – January 2017)

Duncan Black presented to the Integration Joint Board Finance and Audit Committee details of the internal audit work undertaken at Glasgow City Council and NHS Greater Glasgow and Clyde that may have an impact upon the Glasgow City Integration Joint Board.

Duncan advised that this was the second of six monthly updates to the Audit Committee, and the report was for the Finance and Audit Committees information. It was noted that there were no significant issues for the Council; and one high risk opinion for the NHS regarding waiting times.

Ross Finnie stated that in relation to the recommendations for management to respond, could the summary information of management implementing the recommendations be brought to the Committee to provide assurance that the actions had been conducted.

Sharon Wearing advised that a report of actions was presented at the Councils Audit Committee and would be brought to this Committee to show completed and outstanding actions.

Duncan Black

The IJB Finance and Audit Committee:

a) noted the content of the report.

7. PERFORMANCE REPORT Q3

Jackie Kerr and Stephen Fitzpatrick spoke to a presentation providing an overview of Older People and Primary Care Services, the performance, key improvement areas and on-going challenges.

Stephen advised that they were making progress in shifting the balance of care and that trends were moving in the right direction; but there were significant challenges as they moved forward. Pages 8 to 9 of the performance report showed the balance of indicators; 70% green, 20% amber and 10% red.

Jackie Kerr explained that key improvement areas they wanted to develop were within early intervention and prevention, including anticipatory care planning. Challenges were noted regarding IT and linking systems together and also occupational therapy waiting list over the past few years. A key area of responsibility was primary care and Jackie and Richard Groden jointly chaired the Primary Care Steering Group which looked at of key performance data.

Stephen advised that the biggest challenge they faced going forward was supported living; they invest in this and were trying to shift the balance of care. They were working with families and providers to align the balance of demand and supply and to get momentum for the service. A pilot was taking place in the North East and would be rolled out to the North West this month and then the South.

Peter Millar questioned if step up beds were used as an alternative before people go to hospital. Stephen advised that this was in place in the North East and it was the intention to move to a new tender for intermediate care to establish step up capacity in the North West and South; the contract for the beds also allowed to change the status of the beds according to demand.

Peter Millar queried the comment on page 9; indicator 5, that Social Work has no direct control to influence Cordia. Stephen advised that this was a wording issue and that they did not directly manage Cordia but Cordia were accountable to them as they had a performance based contract. Duncan Goldie would amend the wording.

Duncan Goldie

Ross Finnie asked about the integration process and what stage this was at for unscheduled care in particular. Stephen and Jackie advised that they were working with Acute, linking with David Stewart and were working on a well formed plan and vision for a singular action plan and also ensuring that there was no duplication of work. A meeting had taken place with the other partnerships and Glasgow's plan for the next 3 years would be presented at the March Integration Joint Board.

Simon Carr questioned the volume of delayed discharges advising that it had been raised at the NHS Board meeting that there were 120 delayed discharges over three days. Stephen Fitzpatrick confirmed that these figures included other sites including mental health, adults with incapacity (AWI) and learning disability (LD). Stephen advised that the figures were continually changing on a daily basis and that as of yesterday there were 59 delays for AWI, LD, mental health and +65 years. The focus was on pressures on the Acute system and this was where the 72 hour target applied. Stephen reported that they would be presenting the Glasgow position at the NHS Board session on 7th March. Cllr Gillian asked if the Committee could have more up to date figures than those detailed in the report. Duncan Goldie advised that due to the reporting nature and figures continually being updated this would be difficult to capture in the report, but it was agreed that a verbal up date to changes would be provided at the Committee meeting.

Duncan Goldie

Duncan Goldie presented the updated Joint Performance Report for the Health and Social Care Partnership for Quarter 3 2016/17.

Duncan advised that a number of additional indicators had been added to the report that were more meaningful for them. The summary table provided the detail of the RAG rating for Quarter 2 and Quarter 3 to show the change in status. The last column of the table for new indicators would be removed in future, but was included to show the new indicators added as a result of feedback from different groups. Duncan advised that the main things to highlight were the changes to the summary at the start and changes in status to show improvements in performance. Sharon Wearing advised that the purpose of bringing the report to the Committee was for scrutiny and a streamlined version would go to the Integration

Joint Board.

The Committee agreed that the detail in the report was useful and that this remained for future reports.

Duncan Goldie

The Integration Joint Board Finance and Audit Committee:

- a) noted the attached performance report; and***
- b) reviewed and discuss performance with strategic leads in relation to the older people, primary care, unscheduled care, and carers' sections.***

8. ATTENDANCE MANAGEMENT

Christina Heuston updated the Integration Joint Board Finance and Audit Committee of the current absence levels across Glasgow City Health and Social Care Partnership and highlight priorities within Attendance Management Action Plans for Social Work and Health.

Christina reported that for Quarter 3, from October-December 2016, absence rates were 6.52% in Social Work and 6.47% in Health. For the same quarter in 2015/16 there was an increasing trend in Social Work from 4.9% last year; Health stayed relatively same, at 6.50% in 2015/16.

The main reasons for absence in Social Work were due to psychological and musculoskeletal; other reasons had increased and they were looking in to this. A plan was in place for psychological and musculoskeletal which had resulted in a slight decrease.

NHS People & Change Managers were engaging with senior managers to provide support in managing absence and prioritising in-patient mental health. Social Work was focusing on the scrutiny of reasons for absence, early intervention and using Council policies e.g. purchased leave.

Peter Millar asked if the Committee could be given the detail of the financial costs due to absence. Christina advised that they could calculate days lost, and provide the detail of cover cost in residential and day care.

Christina Heuston

Ross Finnie asked if they could see the detail of the sites, locations and occupations to show where numbers were high. Christina advised that they could provide this information.

Christina Heuston

The IJB Finance and Audit Committee:

- a) noted the content of this report.***

9. BUDGET MONITORING – MONTH 9 / PERIOD 10

Sharon Wearing spoke to the report outlining the financial position of the Glasgow City Integration Joint Board as at 31 December 2016 (Health)

and 22 December 2016 (Council), and highlights any areas of budget pressure and actions to mitigate these pressures.

Sharon advised that trends were continuing and the report was for information. Work was being carried out regarding transformation savings and plans were in place for these. A paragraph would be added to the report for transformation programmes next year to show where they were in relation to savings.

The IJB Finance and Audit Committee:

a) noted the contents of this report.

10. CAPITAL PROGRAMME

Sharon Wearing spoke to the report 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 as at the end of quarter 3 for 2016/17.

Cllr Gillian asked that in relation to future planning of projects would the Committee have the opportunity to look at projects at the very initial stages. Sharon advised that a property strategy paper would go to the IJB in April or June and there would be an opportunity for consultation and feedback to reflect on proposal. They would also engage with localities and partners.

Peter Millar requested that when building specialist buildings they are future proofed to be used for another purpose. Sharon advised that the care homes had been designed as residential units, but they have the flexibility to provide nursing care or other services from them; they were fit for purpose but flexible and can suit the needs of people over time.

The Integration Joint Board Finance and Audit Committee:

a) noted this report.

11. UPDATE AUDIT ACTION PLAN HEALTH AND SOCIAL CARE INTEGRATION

Allison Eccles presented a report to provide an update on the actions taken to meet the recommendations from the December 2015 and March 2016 reports produced by Audit Scotland into Health and Social Care Integration in Scotland.

Allison advised that the report was for noting; some very early actions from the first audit had been removed and some related to governance, performance and leadership would be on-going actions, and may close at some point in future.

Simon Carr referred to the Audit Scotland recommendations in relation to

the workforce plan and the status of this. Allison advised that Sybil Canavan and Christina Heuston would bring the workforce plan to the April Integration Joint Board.

The Integration Joint Board Finance and Audit Committee:

a) noted the progress made to address the two sets of audit recommendations.

12. SCOTTISH LIVING WAGE 2016 SETTLEMENT

Sharon Wearing updated the Glasgow City IJB Finance and Audit Committee on the conclusion of provider responses to the offer made to increase National Care Home Contract Rates; to the offer made to 101 providers of a 3.1% uplift backdated to 1st April 2016; and, the offer of providers of care home places for under 65s to uprate their rates to National Care Home Contract Rates.

Sharon advised that the report provided an update on the number of providers in acceptance and committed to paying the Scottish Living Wage. From the 100 organisations offered the uplift, 2 were no longer providers, 95 accepted the commitment and 4 did not accept the offer.

Peter Millar highlighted that this was a fantastic achievement and asked if the Scottish Living Wage of £8.45 from April would be met. Sharon confirmed that there was a £100m contribution from the Scottish Government to realise this from 1st April and that this would be delivered, but would be back dated.

The Integration Joint Board Finance and Audit Committee:

a) noted the report; and

b) noted that the conclusions of survey work on the Community Benefits created by our procurement activity will be reported to the Integration Joint Board in June 2017.

13. RISK MANAGEMENT UPDATE REPORT

Allison Eccles advised that the purpose of this report is to provide an update to the Integration Joint Board Finance and Audit Committee on the status of the Risk Registers currently being maintained within the Glasgow City Health and Social Care Partnership.

Two risks had been added to the January IJB risk register in relation to industrial action from ACCESS and business continuity. Some risks had been removed and one risk level reduced. There were 12 live risks currently on the register. Social Work had no new risks added but some increased mainly due to industrial action. Allison advised that the register had since been updated to include risks regarding the National Abuse Enquiry and MAPPA arrangements.

Cllr Gillan queried the rating of MAPPA and why the initial likelihood was 4 but currently 3, and what had caused them to think they would fail at higher likelihood. Sharon Wearing advised that this may be due to challenges with admin support but that Allison would check this and advise Cllr Gilian of the reasons.

Allison Eccles

Simon Carr raised that the report came to the Committee for noting and questioned if they had a scrutiny role, what this was and to test that control functions were being adhered to. Allison explained that there was an audit of risks that would be tested and this would be part of the governance report coming to the April meeting.

Simon Carr referred to risk 2 on the IJB register regarding finance not being sufficient and wanted to see a timetable of actions being undertaken. Sharon Wearing advised that this is a risk but that actions were in place to deal with this and there would be a statement in the March budget paper with the commitment from Sharon that this could be met.

The Integration Joint Board Finance and Audit Committee:

a) reviewed the content of this report; and

b) noted the content of the current Integration Joint Board, Social Work and Health Risk Registers.

14. NEXT MEETING

The next meeting will be held at 9.30am on Wednesday, 19th April 2017 in the Boardroom, Commonwealth House, 32 Albion Street, Glasgow, G1 1LH

The meeting ended at 11.50am