

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

IJB-FAC (M) 24-04-19

Minutes of meeting held in the Boardroom, Glasgow City HSCP,
Commonwealth House, 32 Albion Street, Glasgow, G1 1LH
at 9.30am on Wednesday, 24th April 2019

PRESENT:

VOTING MEMBERS

Jeanette Donnelly
Ross Finnie
Cllr Jane Morgan

NHSGG&C Board Member
NHSGG&C Board Member (Vice Chair)
Councillor, Glasgow City Council (Chair)

NON-VOTING MEMBERS

Peter Millar
Sharon Wearing

Independent Sector Provider Representative
Chief Officer, Finance and Resources

IN ATTENDANCE

Duncan Black
Mike Burns
Simon Carr
Karen Dyball
Allison Eccles
Duncan Goldie
Margaret Hogg
Julie Kirkland
Sheila Tennant
Sheena Walker

Head of Audit and Inspection, Internal Audit
Assistant Chief Officer, Children's Services
NHSGG&C Board Member (Observing)
Head of Children's Services, North West
Head of Business Development
Planning and Performance Manager
Assistant Chief Officer, Finance
Senior Officer (Governance Support)
Lead Clinical Pharmacist (North West)
Governance Support Officer (Minutes)

APOLOGIES

Bailie Ade Aibinu
Rona Sweeney

Councillor, Glasgow City Council
NHSGG&C Board Member

1. DECLARATIONS OF INTEREST

There were no declarations of interest.

2. APOLOGIES

Apologies for absence were noted as above.

The Chair advised members that Cllr Andrew was no longer a member of the IJB and that there was now a vacancy on the Committee, which would be filled in due course.

3. MINUTES

The minutes of the meeting held on 6th March 2019 were approved as an accurate record

4. MATTERS ARISING

There were no matters arising.

ACTION

5. ROLLING ACTION LIST

Allison Eccles presented the Rolling Action List advising that this was for information and noting.

Duncan Black provided an update to rolling action reference number 42, informing the Committee that the Council is self-insured; and responsibility for claims would be dependent on individual cases.

The Chair referred to rolling action reference number 39, advising that the Committee was seeking further information on the length of time people were waiting for an appointment out with the 18 week target. This would be discussed further under item 11 of the agenda.

Officers informed the Committee that the CAMHS service is currently hosted by East Dunbartonshire and that discussions were underway to transfer the service to Glasgow. A report would be presented to the IJB in September. Officers reported that significant change was underway and that the transfer would allow improvements to be made to waiting times.

6. INTERNAL AUDIT – REVIEW OF PROPERTY STRATEGY

Peter Millar declared an interest in this item.

Duncan Black presented to the IJB Finance, Audit and Scrutiny Committee the main findings of the following audit report that was issued recently, together with a summary of action taken: Review of IJB Property Strategy.

Officers advised that a reasonable level of assurance was given and that one recommendation was made; for management to formally agree the reporting arrangements in relation to the delivery of the Property Strategy. It was agreed that an annual update on delivery of the Strategy would be presented to the Committee and that the Property Strategy itself would be presented to the IJB. The Property Strategy report to the May 2019 IJB would include the delivery update this year; and this would then be presented annually to the Committee.

Sharon Wearing

The IJB Finance, Audit and Scrutiny Committee:

- a) noted the content of the report; and***
- b) instructed the Chief Internal Auditor to provide follow up reports showing progress towards achievement of the Action Plans arising from audits undertaken.***

7. INTERNAL AUDIT – FOLLOW UP REPORT

Duncan Black presented to the IJB Finance, Audit and Scrutiny Committee an update on the implementation of previously agreed recommendations. There were 18 recommendations made from the five audits undertaken; and 2 recommendations were outstanding. These were in relation to the development of a new Information Sharing Protocol and linking risk registers to the Strategic Plan objectives.

Officers explained that there was a delay to the new Information Sharing Protocol as NHS GGC has requested that there is one Protocol covering NHSGGC and the other five Council's and IJBs in the NHSGGC area. The IJB was currently operating under the pre-existing Protocol; this carried an element of risk.

The Committee expressed concern at the delay of the new Information Sharing Protocol and queried if there was any impact and risk to service delivery as a result of the delay.

Officers would clarify if the new protocol would bring protections not in the current version. The Committee also agreed that officers would write to lead officers of the Health Board and Council requesting that the new Protocol is concluded by end June 2019.

Allison Eccles

The IJB Finance, Audit and Scrutiny Committee:

a) noted the report and that an update will be provided at a future meeting.

8. INTERNAL AUDIT – 6 MONTHLY UPDATE REPORT

Duncan Black presented to the IJB Finance, Audit and Scrutiny 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.

Officers advised of the new reporting mechanism for the NHS; and stated that if any area was graded 4, 'very high risk exposure', then a separate report would be presented to the Committee.

The IJB Finance, Audit and Scrutiny Committee:

a) noted the report.

9. GLASGOW CITY INTEGRATION JOINT BOARD INTERNAL AUDIT PLAN 2019/20

Duncan Black presented to the IJB Finance, Audit and Scrutiny Committee the 2019/20 internal audit plan for the Glasgow City Integration Joint Board. The draft plan was presented to the Committee at the previous meeting; the plan was unchanged, except some additional detail included in the appendix.

The IJB Finance, Audit and Scrutiny Committee:

a) approved the implementation of the Internal Audit plan for 2019/20.

10. GLASGOW CITY IJB BUDGET MONITORING FOR MONTH 11 AND PERIOD 12

Margaret Hogg presented a report to outline the financial position of the Glasgow City Integration Joint Board as at 28 February 2019 (Health) and 15 February 2019 (Council), and highlight any areas of budget pressure and actions to mitigate these pressures.

Net expenditure is £1.197m lower than budget to date. Gross expenditure is £0.583m overspent, and income is over-recovered by £1.780m. The budget changes were outlined and an update provided on the transformation programme and reasons for major budget variances. The Committee was also asked to approve the high cost care package as outlined at section 5.2.7. Officers also highlighted overspend in the prescribing budget, advising that the budget included an element for contingency and that monitoring arrangements are in place.

Members referred to the approval of the high cost care package at section 5.2.7 querying if there would be more cases presented for approval. Officers advised that there had been three cases this financial year and that they were aware of other individuals in the system who were waiting on placements; but advised of the difficulties in sourcing appropriate packages of care. A report was requested on new demand to provide members with an overview on the number of cases likely to be presented to the Committee for approval. Officers advised that a report will be presented to the June meeting.

The Committee discussed underspend in recruitment and officers advised that a report would be presented to the June meeting on vacancy data. Officers reported on some issues with recruitment including the length of time it takes and also competing with other Local Authorities and HSCPs. Recruitment was currently underway for 50-60 social workers, and staff had also been recruited in residential and day care to peripatetic teams; this is permanent staff who cover sickness, absence and training.

The Committee discussed overspend in Homelessness and officers advised that the main pressure was Housing First; a meeting was scheduled to take place with the Scottish Government to discuss.

In relation to savings for 2019/20, Children's Services had already delivered these and the savings for 2019/20 for all services were agreed in the budget report to the March IJB. Further reports would be presented to the IJB on shifting the balance of care and homelessness.

The IJB Finance, Audit and Scrutiny Committee:

a) noted the contents of this report

b) approved the expenditure in relation to the package of care outlined at section 5.2.7, on a recurring basis.

11. HSCP PERFORMANCE REPORT Q3 2018/19

Duncan Goldie presented the Joint Performance Report for the Health and Social Care Partnership for Quarter 3 of 2018/19. The Q3 report was first considered at the IJB Finance, Audit and Scrutiny Committee on the 6 March 2019, when a presentation was made by the Strategic Lead for Older People, Unscheduled Care and Carers in relation to their performance.

The IJB Finance, Audit and Scrutiny Committee:

a) noted the attached performance report; and

b) reviewed and discussed performance with the Strategic Lead for Children's Services.

CHILDREN'S SERVICES PRESENTATION

Mike Burns and Karen Dyball delivered a presentation on Children's Services performance for Q3 2018/19. The presentation covered performance; the focus of the transformation programme; reflections on 2018/19 and priorities for 2019/20.

Officers informed the Committee that the Child Adolescent and Mental Health Services and Specialist Children's Services is currently not managed by the HSCP but is key to performance. The HSCP is now in the process of bringing these back under the management of the Partnership and these will have the benefit of the work taking place with education and family support.

Officers also reported that there was an increase in the number of Health Visitors from 150 to 240 which supported the ready to learn assessment work. This also helped promote Early Intervention and Prevention. Officers informed the Committee of work taking place in supporting young people in employment, education and training; including using the opportunity of recruitment in to Home Care in the City; and working in Partnership with the third sector.

Officers outlined the key performance trends including a 30% reduction in looked after and accommodated children; which was seen as a real positive. Also, 61% of children were now in kinship care placements resulting in better outcomes for them. There was a reduction in the number of children in high cost placements from 111 in March 2017 to 49 in February 2019; and there was also financial efficiencies achieved of £14.9m over the past 3 years and £5m secured for 2019/2020.

Officers further reported on the key achievements and reflections for 2018/19; including more children staying with their families, with support if necessary; investing in communities; attempting to address poverty in supporting kinship families; and managing risks in communities.

Officers informed the Committee of the priorities for 2019/20 and advised that the capacity for change was immense; and that the HSCP can continue to shift the balance of care.

Members thanked officers for the presentation and praised the excellent work within Children's Services and welcomed that achievements are described by outcomes. Officers advised that an audit was being conducted to track the outcomes of young people and a report on positive destinations would be presented to the Committee in June.

Mike Burns

The Committee also discussed the 18 week target for CAMHS and targets not being met. Officers advised that the biggest level of rejected referrals was from GPs and that officers wanted to create a neighbourhood approach; and look at different ways of working.

12. ACHIEVING EXCELLENCE IN PHARMACEUTICAL CARE: UPDATE ON IMPLEMENTATION

Sheila Tennant presented a report to inform the IJB Finance, Audit and Scrutiny Committee of progress towards the nine commitments of the National Strategy for Pharmaceutical Care published in August 2017 and follows on from an earlier report to the IJB in 2018. The progress summary of the 9 commitments with indication of the Glasgow HSCP position was outlined and the RAG status against these. Workforce planning was highlighted and looking at the infrastructure to attract more people at an earlier stage. Officers also advised that there were three main themes and priorities for the HSCP, as detailed at section 3; and the full work plan for the nine commitments were appended to the report.

Members welcomed the report and discussed the services available to people and stated that there had to be wider promotion of services and when people should use them. Communication and awareness is key to people using other services and not attending their GP surgery.

Members also requested that consideration is given to timescales for completion of actions detailed in the work plan to show how work is progressing.

Sheila Tennant

The IJB Finance, Audit and Scrutiny Committee:

- a) noted the strategic direction of pharmacy; and***
- b) supported pharmacy involvement in development of Primary Care Implementation Plan (PCIP).***

13. BUSINESS CONTINUITY AND DISASTER RECOVERY ARRANGEMENTS

Allison Eccles presented a report to inform the IJB Finance, Audit and Scrutiny Committee of the arrangements within the Partnership for Business Continuity and Disaster Recovery and to propose a process for providing annual assurance to the IJB about these arrangements.

The IJB does not have any responsibility for Business Continuity, but assurances are in place and colleagues from both the Council and Health Board are involved in the work. The HSCP Business Continuity Working Group completes impact assessments which then inform the Business Continuity Plans. Desktop Exercises are regularly undertaken with the Council and Health Board. The Service Incident Management Team responds to incidents in real time; and communication and decision making is formally logged to inform lessons learned. Examples of joint working were provided of real situations, including the recent industrial action of homecare staff and the adverse weather. Partners had worked very well together in responding to these.

The disaster recovery arrangements within the HSCP were outlined and it was agreed that an annual assurance statement would be presented to the Committee in June.

Allison Eccles

The IJB Finance, Audit and Scrutiny Committee:

- a) noted the content of the report; and***
- b) considered the proposal noted within for an annual assurance report.***

14. RISK MANAGEMENT QUARTERLY UPDATE REPORT

Allison Eccles presented a report to provide an update to the IJB Finance, Audit and Scrutiny Committee on the status of the risk registers being maintained within the Glasgow City Health and Social Care Partnership. The report covers the review carried out in March 2019 in respect of changes to risk in the quarter ending March 2019.

Officers reported that there had been no changes to the IJB risk register and that all risks had been reviewed. Within Social Care there has been significant movement to the operational risks due to the transfer of Cordia LLP Home Care staff and also risks due to Brexit; these are not published publically. There have been issues in the Health register in relation to access to the Datix system due to staff leaving, however officers provided assurance that risks are still monitored and recorded. HSCP staff now have access to Datix and the next update would be provided in June.

The Independent Sector Representative referred to recruitment of Home Care staff and the terms and conditions offered, which could have unintended consequences for other partners, as the rate of pay offered by the HSCP was higher. It was requested that the impact of this is considered and the total system looked at to mitigate this.

Officers advised that the rates offered by providers were submitted and approved through a procurement process. Officers stated that the recruitment market was competitive within all areas and it was difficult to mitigate risk and uncertainty in different markets. The concerns raised by the Independent Sector Representative were noted by the Committee.

The Committee also discussed performance of Home Care and questioned how this would be reported. Officers advised that there was ongoing discussion regarding funding and this this would be presented to the IJB. Any impact on service would be reported through Older People performance reporting to the Committee.

The IJB Finance, Audit and Scrutiny Committee:

a) reviewed the content of this report, and;

b) noted the current highest risks on the Integration Joint Board, Social Work and Health risk registers.

15. NEXT MEETING

The next meeting will be held on Wednesday 12th June at 9.30am in the Boardroom, Commonwealth House, 32 Albion Street, Glasgow, G1 1LH.

The meeting ended at 12.15pm