

**OFFICIAL
NOT YET APPROVED AS A CORRECT RECORD**

**Glasgow City Integration Joint Board
Finance, Audit and Scrutiny Committee**

IJB-FASC (M) 14-06-2023

Minutes of meeting held virtually, via Microsoft Teams, at 9.30am on Wednesday 14th June 2023.

Present:**Voting Members**

Simon Carr	NHSGG&C Board Member
Cllr Chris Cunningham	Councillor, Glasgow City Council
Bailie Leòdhas Massie	Councillor, Glasgow City Council
Cllr Cecilia O'Lone	Councillor, Glasgow City Council (Chair)
Rona Sweeney	NHSGG&C Board Member (Vice Chair)
Charles Vincent	NHSGG&C Board Member

Non-Voting Members

Margaret Hogg	Assistant Chief Officer, Finance (on behalf of Sharon Wearing)
David Reilly	Independent Sector Representative

In Attendance:

Duncan Black	Head of Audit and Inspection
Allison Eccles	Head of Business Development
Duncan Goldie	Planning and Performance Manager
Tracy Keenan	Assistant Chief Officer, HR
Julie Kirkland	Senior Officer, Governance Support
Claire Maclachlan	Governance Support Officer (minutes)
Geri McCormick	Head of Commissioning
Pat Togher	Assistant Chief Officer, Public Protection and Complex Needs

Apologies:

Sharon Wearing	Chief Officer, Finance & Resources
----------------	------------------------------------

ACTION**1. Declarations of Interest**

There were no declarations of interest raised.

2. Apologies for Absence

Apologies for absence are noted above.

3. Minutes

The minutes of 19th April 2023 were approved as an accurate record.

4. Matters Arising

There were no matters arising.

5. Rolling Action List

Allison Eccles presented the Rolling Action List noting there is currently one open action:

Action Ref No. 61 – Performance Presentations – Officers to consider how best to present information on progress with regards integration – progress with integration has been included within the revised Annual Performance Report, and this is also being picked up as part of the review of the Strategic Plan. Both reports will be presented to the June IJB.

6. Internal Audit – CIPFA Audit Committee Guidance

Duncan Black presented a report detailing the main elements of the Chartered Institute of Public Finance and Accountancy (CIPFA) Guidance in relation to Audit Committees. The report also includes a self-assessment of compliance with the guidance and recommendations to improve compliance.

For the IJB Finance, Audit and Scrutiny Committee (FASC) to fully comply with the guidance, Auditors have identified the areas below, noting that that it is a best practice guide and full compliance is not set in regulation.

- Consideration should be given to the practicalities of removing the scrutiny of performance from the remit of the IJB FASC. If deemed impractical, then consideration should be given to restructuring the agenda of IJB FASC meetings to keep all Audit items together on the agenda.
- Consideration should be given to having the workplan agreed and minuted by the Committee on an annual basis.
- Consideration of development of an annual training plan for all IJB FASC Members to ensure training is provided on all aspects of responsibilities.
- The annual report to the full IJB should be expanded to include how IJB FASC has discharged its responsibilities and include an assessment of the performance of the Committee.

Members questioned if the next steps should be presented to the full IJB for approval. Auditors agreed this should be presented to the Glasgow City IJB for approval before implementation by the Committee.

Auditors

The IJB Finance, Audit and Scrutiny Committee:

- a) Noted the contents of the report; and**
- b) Agreed the further action required as set out in Appendix 1 to improve compliance with the CIPFA guidance.**

7. Chief Auditors Annual Report 2022/23

Duncan Black presented the Chief Internal Auditor's Annual Report for 2022/23.

There was one area of relevance to the IJB in relation to ongoing issues with Glasgow City Council's ICT arrangements which has resulted in a limitation to the annual opinion for the Glasgow City Council group. The improvements required in relation to ICT are outwith the control of the IJB/HSCP and are continuing to be progressed within Glasgow City Council. Based on the audit work undertaken, the Chief Internal Auditor concluded that the opinion is reasonable assurance can be placed upon the control environment which operated during 2022/23 within the IJB.

The IJB Finance, Audit and Scrutiny Committee:

a) Noted the contents of the report.

8. Outturn Report

Margaret Hogg presented a report providing a high-level overview of the Integration Joint Board's (IJBs) draft outturn position for 2022/23. The report also seeks approval for the transfer of funds to reserves to allow completion of the IJBs accounts by the statutory deadline of 30 September 2023.

The outturn position is that the IJB is operating in an increasingly challenging environment with funding not keeping pace with increasing demand for service and increasing costs linked to delivery. This requires the IJB to have robust financial management arrangements in place to deliver services within the funding available. The IJB closed with an operational overspend of £5.1m.

Each year an element of expenditure is planned to be met from earmarked reserves and is funded from the balances held in reserves. In 2022/23, £100.8m of earmarked reserves have been drawn down to meet this expenditure. This includes the return of £48.7m COVID funding which was not required to Scottish Government.

In closing the accounts, the IJB is required to decide how it wishes to treat the overspend within the accounts. It is recommended that this is funded from General Reserves and is consistent with the assumptions which were made when the 2023-24 IJB budget was approved in March.

The report also recommends the earmarking of £12.9m to enable local and national priorities to be delivered in future financial years. It was agreed, when the budget was approved in March, that a full review of reserves would be undertaken to determine if any can be re-allocated to General Reserves to increase the provision available to support the IJB

**OFFICIAL
NOT YET APPROVED AS A CORRECT RECORD**

ACTION

over the medium term. This review has concluded, and it is proposed to re-classify £3.449m as there are no longer commitments or planned expenditure as due as liable. This will be used to increase the level of general reserves available to support the IJB over the medium term.

The 2023-24 budget strategy has identified risks of £17.2m which will require to be funded from general reserves if assumptions hold. This would result in an estimated closing balance of £9.7m in 2024 which would equate to 0.6%. The 2023-24 budget makes a number of assumptions in relation to pressures and if these deviate from these assumptions, then further use of general reserves may be required to mitigate the risks.

Members highlighted the £16m underspend, as a result of vacancies and staff turnover, noting that consideration must be taken when looking at performance and the impacts on ability to deliver services. Officers clarified that £16m represents 3% of the overall employee budget and this will continue into 2023-24. It is anticipated that there will be a reduction in vacancies and Officers will continue to work with services around recruitment.

Members highlighted the overspend for the £400 winter payments to families and questioned why this wasn't budgeted for and if the IJB will be in the same position this year. Officers advised that this was a one-off investment, agreed by the IJB, to assist children and families who are supported by HSCP services during the cost-of-living crisis. It was based on funds available at that time, however the position changed, primarily due to the budget for prescribing, which therefore resulted in an overspend. Officers advised that there are no plans for this payment in 2023-24.

In relation to the review of earmarked reserves, Members requested a list of the reserves that have been reclassified. Officers advised that the list will be shared with Members but noted that the vast majority sits within Maximising Independence. Officers also advised that the earmarked reserves are constantly under review.

Officers

The IJB Finance, Audit and Scrutiny Committee:

- a) Noted the contents of the report;**
- b) Approved the transfer of £5.100m from general reserves to meet the operational overspend for consideration by the IJB;**
- c) Approved the transfer of £12.912m to earmarked reserves as outlined in paragraph 5.3 for consideration by the IJB; and**
- d) Approved the redistribution of reserves as outlined in paragraph 5.5 for consideration by the IJB.**

9. Unaudited Annual Accounts

Margaret Hogg presented the Unaudited Annual Accounts for the year ended 31 March 2023 and highlighted the Annual Governance Statement is also included.

The IJB Finance, Audit and Scrutiny Committee:

- a) Noted the IJBs Unaudited Annual Accounts;**
- b) Noted the Annual Governance Statement included within the Unaudited Annual Accounts;**
- c) Approved the submission of the Unaudited Annual Accounts to the IJB for approval**
- d) Approved submission of the Annual Governance Statement to the IJB for approval; and**
- e) Noted the timetable for the sign-off of the Annual Accounts in Appendix 1.**

10. HSCP Performance Report Q4 2022/23

Duncan Goldie presented the Joint Performance Report for the Health and Social Care Partnership for Quarter 4 of 2022/23 for noting. The Committee is also being asked to consider the exceptions highlighted in the report and review and discuss performance with the Strategic Leads for Homelessness and Justice Social Work, and HR.

At Q4, 49% of indicators were Green; 45% Red; and 6% Amber. The indicators which are Red are summarised in the report, with those which have been Red for two or more successive quarters marked in bold.

There has been a change in RAG status for 25 indicators since the last report. Of these, performance improved for 3 and declined for 12.

To ensure the indicators to stay relevant Officers are reviewing their service indicators and may make adjustments.

The IJB Finance, Audit and Scrutiny Committee:

- a) Noted the performance report;**
- b) Considered the exceptions highlighted in section 4.3 of the report; and**
- c) Reviewed and discussed performance with the Strategic Leads for Homelessness and Justice Social Work, and HR.**

11. Performance Presentations

Homelessness

Pat Togher delivered a presentation on Homelessness performance. The presentation is available on the Glasgow City HSCP [website](#).

Members questioned what the blockages are for fully implementing Housing First. Officers advised that they recognise the value in Housing First and remain focused on this. The blockages tend to be in relation to accessing the right accommodation, taking account of the service user's preferred location. There is a comprehensive assessment process, and the co-location of the Housing First Team with the Complex Needs Service has been key to ensure the correct support to sustain tenancies. An outreach service is provided into hotels rather than the traditional appointment system.

Members questioned what the consequences are of the 600 breaches of Unsuitable Accommodation Orders. Officers advised that they are keeping a close eye on this, and the Housing Regulator has been briefed. Officers noted that a worst-case scenario for a breach would be a judicial review.

The percentage of lets being made available by Registered Social Landlords (RSLs) is 60% and Members questioned if there was something that could be done to increase the provision of tenancies for homeless households. Officers advised that the engagement with RSLs has set out realistic projections in terms of demand coming in vs supply and need. There have been sessions held with RSLs, and they are well informed on how HSCP Officers arrived at this figure. The hope is that the percentage will reduce each year, however lack of turnover, cost of living, etc doesn't create the same capacity. Significant capital investment in rebuild and bringing on more properties would be required.

Members thanked Officers for their presentation and ongoing hard work.

Justice Social Work

Pat Togher delivered a presentation on Justice Social Work performance. The presentation is available on the Glasgow City HSCP [website](#).

Members thanked Officers for their presentation and passed on their thanks to staff.

12. HR Performance and Attendance Management

Tracy Keenan delivered a presentation on HR performance. The presentation is available on the Glasgow City HSCP [website](#).

There was a discussion relating to the demographics of staff, as well as the recruitment and retention of younger staff. Officers advised that with regards to the younger workforce they have partnered with Schools, Colleges, Universities, etc. to promote Health and Social Care as an attractive career option. Officers are also linking in with Skills Development Scotland.

Tracy then presented the Attendance Management report advising of the latest absence levels across Glasgow City Health and Social Care Partnership.

Officers highlighted the new format of the report which includes a matrix dashboard approach with narrative and advised that feedback is welcome.

A quarterly spotlight area will be included in each report which will differ each quarter. This quarter focuses on Social Work - Older People Residential/Day Care.

With regards to the way Glasgow City Council (GCC) and NHS present their statistics (percentages for NHS and average days lost for GCC), Officers are working on the best way to present the data going forward for consistency.

The IJB Finance, Audit and Scrutiny Committee:

a) Noted the contents of the report.

13. Clinical and Professional Quarterly Assurance Statement

Pat Togher presented the quarterly clinical and professional assurance statement for noting.

The IJB Finance, Audit and Scrutiny Committee:

a) Noted and considered the contents of the report.

14. Adult Support and Protection – 2022 Annual Joint Self Evaluation

Pat Togher presented a report on the Adult Support and Protection (ASP) Joint Self-Evaluation for 2022 and related improvement work to support the delivery of key ASP processes. To request that the findings are noted along with the method and model used for the self – evaluation and to note the ASP improvement plan and agree further presentation of next joint self-evaluation following the 2023 evaluation.

The IJB Finance, Audit and Scrutiny Committee:

- a) Considered the information relating to the findings of the Joint Self Evaluation by the HSCP, GGCNHS and Police Scotland;
- b) Noted the method and model used to undertake the Joint Self Evaluation, including the particular focus placed on improvement themes that had been identified in the National Joint Inspection of Glasgow City;
- c) Noted the intention to use the findings and recommendations to scope and shape the ASP Improvement Plan; and
- d) Requested that the outcomes and findings of the next joint self-evaluation are considered by the IJB /finance, Audit and Scrutiny Committee and brought back and when appropriate following the 2023 evaluation.

15. Contract Management Framework for Social Care Purchased Services

Geri McCormick presented a report advising of the recent audit and review undertaken of the current Contract Management Framework for social care purchased services. The report seeks approval from the Committee for the proposed updates to the Contract Management Framework and related activities, and approval that the Contract Management Framework is reviewed annually, with the next review by March 2025 to allow time for the implementation of this updated Framework.

The IJB Finance, Audit and Scrutiny Committee:

- a) Noted the contents of the report;
- b) Approved the updated Contract Management Framework and Implementation Plan; and
- c) Approved that the Contract Management Framework is reviewed annually, with the next review by March 2025 to allow time for the implementation of this updated Framework.

16. Risk Management Quarterly Update Q4 (2022/23)

Allison Eccles presented a report to provide an update on the status of the IJB's risk register and to highlight key operational risks being managed in the Glasgow City Health and Social Care Partnership. The report covers the review carried out in respect of changes to risk in Quarter 4 (Q4) (1 January 2023 to 31 March 2023) and asks the Committee to note the report and the risks on the register covering Quarter 4.

The IJB Finance, Audit and Scrutiny Committee:

- a) Noted the contents of the report;

**OFFICIAL
NOT YET APPROVED AS A CORRECT RECORD**

ACTION

b) Noted the risks on the IJB Risk Register at the end of Quarter 4 2022-23.

17. Next Meeting

The next meeting was noted as Wednesday 13th September 2023 at 9.30am via Microsoft Teams.

The Chair noted that this would be Simon Carr's last meeting and thanked him for his contributions and support.