

NOT YET APPROVED AS A CORRECT RECORD

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

IJB-FAC (M) 12-09-2016

Minutes of meeting held in the Triathlon Room, Glasgow City HSCP,
Commonwealth House, 32 Albion Street, Glasgow, G1 1LH
at 2.00pm on Monday, 12th September 2016

PRESENT:

VOTING MEMBERS	Simon Carr Ian Fraser Cllr Emma Gillan	NHSGG&C Board Member (Chair) NHSGG&C Board Member Councillor, Glasgow City Council
NON-VOTING MEMBERS	Sharon Wearing	Chief Officer, Finance and Resources
IN ATTENDANCE	Elaine Barrowman Duncan Black Jonny Bryden Mike Burns Colin Christie Allison Eccles Pamela Ferguson Duncan Goldie Christina Heuston Clare Hughes Carol Anne Keogh Julie Kirkland Pauline McClelland Zahrah Mahmood Tom Reid	Audit Scotland Chief Internal Auditor to Integration Joint Board Head of Finance – Glasgow City HSCP Head of Children’s Services Head of Finance - SWS Head of Business Development Secretary (Minutes) Performance Planning Manager, GCHSP Head of Corporate Services Head of Residential & Day Care Head of People & Change (NHS) Senior Officer, Governance Support Finance Manager, SWS Audit Scotland Audit Scotland
APOLOGIES	Cllr James Adams Cllr Mhairi Hunter Peter Millar Gillian Woolman	Councillor, Glasgow City Council Councillor, Glasgow City Council Independent Sector Provider Representative Audit Scotland

1. MINUTES

The minutes of the meeting held on 17th June 2016 were approved as a correct record.

2. MATTERS ARISING

a) Arrangements for “set aside” planning

Sharon Wearing provided an update in regards to the arrangements for “set aside” planning. A draft paper will go to the next Integration Joint Board.

ACTION

3. EXTERNAL AUDITORS REPORT

Tom Reid spoke to the covering letter on Glasgow City Integration Joint Board 2015/16 Annual Audit Report and confirmed that there were no significant findings to be communicated to those charged with governance in accordance with ISA 260. The report would be issued in final form after the financial statements had been certified. A Proposed Independent Auditor's Report was attached at Appendix A and a draft letter of representation under ISA580 was attached at Appendix B which would be signed by the next Integrated Joint Board next week.

Tom Reid presented the Draft 2015/16 Annual Audit Report.

- Paragraph 11 confirmed that Audit Scotland received the unaudited financial statements in accordance with the timetable set out in the 2015/16 Audit Plan and was of a good standard.
- Paragraph 20 – Evaluation of misstatements – these were accepted and amended.
- Paragraph 21 – Significant Findings from the Audit - there were no significant issues which required to be raised.
- Paragraphs 40 – Financial Planning – while noting that there were well-documented reasons for this, highlighted the risks to service delivery when operating without an agreed budget.
- Paragraph 46-62 – Governance and Transparency - noted that appropriate governance structures and internal control systems were in place.
- Paragraph 63 onwards – ensuring Best Value - the implementation of performance management arrangements was still in the early stages of development.
- Appendix I: Significant audit risks – the two risks identified had been addressed.
- Appendix IV: Action plan – Three recommendations had been raised and appropriate management action identified.

Ian Fraser suggested that the risks identified could apply to all IJBs. Elaine Barrowman confirmed the two risks were indeed standard and that a similar approach had been applied by Audit Scotland to other IJBs.

Simon Carr asked about the use of the name Integration Joint Board as opposed to Health and Social Care Partnership. Sharon Wearing confirmed that this is because the name in legislation of the formal legal body is Integration Joint Board and this is the term which must therefore be used in formal business.

In relation to paragraph 71 Changing models of health and social care report (March 2016), Simon Carr asked how quickly we need to get to the new model of care. Elaine Barrowman confirmed a report on the National Review will go to the next Finance and Audit Committee in November.

Elaine Barrowman

The Finance and Audit Committee noted the report.

4. AUDITED ANNUAL ACCOUNTS

The Chief Officer, Finance and Resources presented the Annual Accounts 2015-16 and advised that, as these were the first accounts covering a short period of time there was not a significant level of expenditure, mainly salary costs for the Chief Officer and the Chief Officer, Finance and Resources. There were other costs associated with the Strategic Plan for the limited period from February-March 2016. The Annual Account would go to the IJB for approval.

The Finance and Audit Committee considered the audited Annual Accounts 2015-16 and asked if the word Chairman could be changed to Chair throughout the report.

Jonathan Bryden

5. INTERNAL AUDIT REPORT

The Chief Internal Auditor presented the Internal Audit 6-Monthly Update. He advised that the purpose of the report was to present details of the internal audit work undertaken for both Glasgow City Council and NHS Greater Glasgow and Clyde.

In response to a member's query, the Chief Internal Auditor confirmed that areas for improvement would only be highlighted by exception as this information would be part of the annual report.

The Finance and Audit Committee noted the report.

6. ATTENDANCE MANAGEMENT UPDATE

CarolAnne Keogh presented the Attendance Management Update Report. The purpose of the report is to advise the IJB-Finance and Audit Committee of the current absence levels across Glasgow City HSCP and highlight priorities within Attendance Management Action Plans for Social Work and Health from April to June 2016. CarolAnne Keogh advised that SWS figures are shown by average days lost however NHS are shown as a percentage. Both services are looking at consistency. High level detail figure show SWS at 5.4% which is 2.5 average days lost and NHS at 6.14%. Absence consistency in SWS has improved and is 0.5 lower than the target set the Glasgow City Council, this is the first time this has been achieved. Long term absence is the highest contributor to the figures and Stress, Psychological, Back Pain and Musculoskeletal problems are the highest cause of absence in both SWS and NHS. A training programme has been developed and will be launched this month in Older People and Residential.

People and Change support SMT with absence report and highlight trends and pattern. There is a new structure within NHS HR all contributing to the Action Plan in NHS. Further intervention and trigger points are being looked at. The strategic group - Healthy Working Lives is looking at interventions to put in place. Joint staff health promotional

events and activities will be explored through this group and promoted via the Glasgow City HSCP HWL newsletter published quarterly and other appropriate communication channels.

Councillor Gillan asked what interventions are being looked at by the Strategic Healthy Working Lives group. CarolAnne confirmed mindfulness and counselling sessions have taken place and have been well received. Councillor Gillan asked if there has been an improvement. CarolAnne Keogh advised it is too early to tell at this stage.

The Finance and Audit Committee noted the report and requested a comparison to be done with Glasgow HSCP and other partnerships be detailed in the Annual Report.

CarolAnne Keogh /
Christina Heuston

7. CARE INSPECTORATE REPORTS

a) Children's Residential Services

Mike Burns provided the Finance and Audit Committee with a summary of Care Inspectorate Activity for directly provided children's residential services within the period of 1st January to 30th June 2016. The Care Inspectorate published a total of 14 inspection reports for this 6 month period. There are currently 140 young people in 20 directly provided children's units.

The sector has been subjected to an extensive and radical improvement programme, which involved the development of 13 new children's unit. Table 1 outlines the units inspected, grades in all 4 quality themes and the grades from the previous inspection (where applicable). The table highlights a significant improvement / increase in the percentage of units awarded the grade of Very Good, which has increased significantly from 25% in 2015 to 56% in 2016. Wallacewell had a very disappointing inspection due to a range of circumstances including new young people moving, new manager and staff. An Improvement Plan was immediately developed and implemented after the Wallacewell inspection in January 2016, which has resulted in a significant improvement in grades at their most recent inspection in line with the other 19 children's units. Work is underway to address the issues identified at Norse Road and Crawford Street.

Work has been ongoing to identify young people in external (high cost) residential placements and, where appropriate, support them to return to placements (including provided residential placements) within Glasgow. Good progress is being made in this area with the overall number of young people in external placements reducing from 116 in February 2016 to 103 as at 5th August 2016.

Councillor Gillan enquired how Capital ties into this and advised some comments would be helpful to see in the written report. Councillor Gillan further enquired about the completion date for Merrylee. Sharon Wearing confirmed there has been some delay around the legal agreements and completion date should be October 2017.

Simon Carr referred to paragraph 5.5 and highlighted the very positive developments in that 13 people are now back home. Simon Carr asked when the further reduction will be achieved by. Mike Burns confirmed SWS are looking at Kinship to strengthen this and advised there has been a slight reduction in young people in care. There are around 100 young people in high cost care. Simon Carr asked about young people who need to leave Glasgow. Mike Burns confirmed looking at balance of care and advised there are 975 young people outwith Glasgow with the bulk in Foster and kinship arrangements.

The Finance and Audit Committee noted the report.

b) Older People Residential and Day Care Services

Clare Hughes presented a report with a summary of Care Inspectorate activity within directly provided older people's residential and day care services in the period June 2015 – July 2016.

The Care Inspectorate published a total of 21 inspection reports during the reporting period in respect of the following directly provided services - 10 Older People's Residential Care Homes and 5 Older People's Day Care Services. Tables 1 and 2 outline the grades of the last inspection and previous two inspections. Of the 10 Older People's Residential Care Homes that received an inspection during the reporting period, 7 were awarded improved grading, 2 remained the same and 1 unit received a lower grading. Clare Hughes confirmed improvements are now in place, staff have all worked hard and now have some excellent grades in place.

Councillor Gillan stated there is good feedback coming through for Orchard Grove. Clare Hughes advised the unit has been re-inspected and awarded a 5 for environment in residential however Hawthorn has been awarded a 6. A query will be raised with the Care Inspectorate regarding the lack of consistency in scores for similar environments.

Simon Carr asked if SWS are able to meet the demand for places in provided units. Clare confirmed that the units are in high demand and whilst there is turnover it is always close to 100% occupancy.

Simon Carr asked if there is a waiting list for these new builds. Clare Hughes confirmed placements come through the Resource Allocation Screening Groups.

The Finance and Audit Committee noted the report.

8. PERFORMANCE REPORT

Duncan Goldie presented the first Joint Performance Report for the Finance and Audit Committee. An initial report was received by the Integration Joint Board in March 2016. The performance summary outlines overall performance in relation to those measures contained within the Combined Performance Report. Each indicator is ranked

Green, Amber, Red or Grey. Further work is being done and a number of indicators are marked as grey as they are new indicators. Duncan advised that a quarterly report will be produced going forward if this format meets the requirements of the Committee.

It was noted that the content of the report was detailed and valuable. Simon Carr asked if there is way to have a more detailed look at themes and if this could be done on a regular basis. Sharon Wearing confirmed could be done and brought back to a future meeting.

The Finance and Audit Committee noted the report.

Sharon Wearing

9. RISK REGISTER

Allison Eccles presented a paper providing a summary of the most recent updates to the 3 corporate risk registers maintained by the Glasgow City Health & Social Care Partnership. The risk registers were updated in July 2016, and reviewed by the Senior Management Team on 10 August 2016. They were subsequently amended on 26 August 2016.

Councillor Gillan asked if a paragraph could be added to show if items have been added or removed. Allison Eccles confirmed this will be considered.

The Finance and Audit Committee noted the report, the Integrated Joint Board Risk Register, the Social Work Corporate Risk Register and the Health Corporate Risk Register.

Allison Eccles

10. GLASGOW CITY IJB BUDGET MONITORING FOR MONTH 4 AND PERIOD 5

Sharon Wearing presented a report outlining the financial position of the Glasgow City IJB as at 31 July 2016 (Health) and 5 August 2016 (Council), and highlighted any areas of budget pressure and actions to mitigate these pressures.

Councillor Gillan noticed there is an underspend in Addictions however addiction related deaths across Scotland have been in hitting the headlines and asked if a bit more information could be in the report to explain why there is an underspend. Sharon Wearing clarified that the underspend is due to the service re-design where additional posts have been added and budgeted at the top of the salary scale. Sharon Wearing will ensure there is reference to this in the report.

Simon Carr referred to paragraph 4.1.4 and asked for some more detail. Sharon Wearing confirmed there is a work ongoing to look at reducing these costs.

The Finance and Audit Committee noted the report.

11. NEXT MEETING

The next meeting was confirmed as 10am on Wednesday, 16th November 2016 in the Boardroom, Commonwealth House, 32 Albion Street, Glasgow, G1 1LH.

The meeting ended at 11.53 am