

South Ayrshire Health and Social Care Partnership

Performance & Audit Committee

Minute of Committee Meeting held on Monday 07 March 2016 in the Girvan Committee Room, County Buildings, Wellington Square, Ayr

Present:

Councillor Brian McGinley

Lesley Bowie

Hugh Millar, Representative Member – Public Partnership Forum

In Attendance:

Tim Eltringham, Chief Officer (Director of Health and Social Care)

Maureen Leonard, Chief Internal Auditor

Kenny Leinster, Head of Community Health and Care Services

Sharon Lindsay, Chief Finance Officer

Bill Gray, Senior Manager - Planning & Performance

Dave Richardson, Audit Scotland

David Meechan, Audit Scotland

Jacqueline Lucy, Secretary

Councillor Brian McGinley in the Chair

1. Apologies for Absence

Apologies for absence were submitted on behalf of Councillor Robin Reid, Claire Gilmore and Irene McCurdie.

2. Declarations of Interest

There were no Declarations of Interest by Members of the Committee in terms of Standing Order No. 7, the Standards in Public Life – Code of Conduct for Members of Devolved Public Bodies.

3. Minutes of Previous Meeting

The minutes of the previous meeting were agreed as an accurate record.

4. Matters Arising

A paper was submitted (previously circulated) updating Members of the Committee on matters arising from previous meetings of the Performance and Audit Committee.

With regard to the item on whether or not the meetings of the Committee should be held in public or in private, the Chair indicated that it would be his preference for as much of the business as possible to be conducted in public recognising, however, that Standing Orders allow the Committee to convene in private session when required. Lesley Bowie noted that NHS Ayrshire and Arran do consider some matters in private that would fall within the remit of this Committee in a health and social care context. Examples quoted included patient sensitive data, critical incident outcomes and unvalidated performance data.

After a brief discussion, it was agreed that all matters would be taken in public, but any papers that should be confidential will be marked as private and will be discussed in advance with the Chair at the Pre-Agenda meeting.

5. Performance and Audit Committee Meetings in 2016/17

A report was submitted (previously circulated) for the Committee's consideration detailing proposed meeting dates for 2016.

After a brief discussion, the Committee agreed to accept the meetings schedule as outlined within the report and noted that, in future, if there are any items specific to a locality to be considered efforts would be made for the Committee to meet in the locality concerned.

6. Partnership Annual Report

A report was submitted (previously circulated) outlining draft guidance from the Scottish Government on the production of Partnership Performance Reports.

The Committee was advised that a joint response on behalf of South, East and North Partnerships had been compiled and submitted to Government and was included in the Committee papers for reference. It was noted as most Partnerships are only now forming that the guidance does not require a report to be produced for 2015-2016. In the response to Government submitted by the Planning & Performance Leads, on behalf of the three Partnerships, it has been indicated, as they were formed on 1st April, 2015, that a report will be produced for the current year, although perhaps not within the timescales indicated in the Guidance.

In discussion, Members were advised that there are a number of different mechanisms within the South Ayrshire Partnership for staff to be engaged in activity that will contribute to improving performance, including through consultative mechanism and self-evaluation, for example.

It was suggested that Self-Evaluation and the "How Good Is Our..." approach be discussed at a future meeting.

Discussion took place on the ability of the Partnership to include performance and financial information at the locality level within its Annual Performance Report. Members were advised that the Information Services Division of the Scottish Government is putting in place a new performance reporting tool which will provide service based information at this level. However, in terms of financial reporting it was recognised that the parent bodies never previously reported at this level and that new arrangements which will take time to develop will require to be put in place. The Chief Finance Officer suggested that initial consideration could be given to the provision of information to address priorities identified and agreed by Locality Planning Groups.

The Committee agreed (1) That a draft Annual Performance Report for 2015-16 will be available following the summer recess; (2) that information on the Self-Evaluation framework - "How Good Is Our..." be brought to a future meeting for discussion; and (3) that a timetable should be developed for the production of locality based financial information with initial focus being on priority areas identified by Locality Planning Groups.

7. Health and Care Experience Survey

A letter was submitted (previously circulated) from the Scottish Government and COSLA on the current Health and care Experience Survey.

The Committee was advised that the Health and Care Experience Survey is underway and will report in summer 2016. As the results of an earlier survey had been included in a previous performance report to the Committee, it should be possible to provide an initial analysis of trends both locally and nationally and to compare these.

The Committee agreed to note the contents of the letter.

8. Governance Audit

A report was submitted (previously circulated) on the progress of the 2015/16 Governance Audit for noting by members.

The Chief Internal Auditor updated that PricewaterhouseCooper (PwC) and the Partnership's Internal Audit Service have now commenced their Governance Audits and will provide finalised reports to the meeting in June 2016. The Committee was advised that little information has been received from IJB and SPAG Members relating to their training needs and it was suggested that Members be contacted on a one-to-one basis to discuss their requirements.

The Committee considered the text of a Hold Harmless letter from PwC regarding the status of any audit reports produced by the Company that may then be subsequently used by the Internal Audit Service as part of a further exercise or exercises. The Chief Internal Auditor advised that she and her Audit colleagues from the other Ayrshire Partnerships have taken legal advice on the contents of the letter and are seeking for this to be amended by PwC.

Dave Richardson and David Meechan presented on the draft South Ayrshire IJB Audit plan for 2015/16.

Committee members thanked Audit Scotland for attending and for the report compiled.

The Committee (1) noted the contents of the report, including the need identified in the Audit Scotland Audit Plan for the Partnership to have key policies and other documents in place; and (2) agreed that IJB and SPAG members should be contacted individually to discuss personal training and development needs which they may have identified.

9. Audit Scotland Report on Health and Social Care Integration: Local Progress

A report was submitted (previously circulated) detailing local progress made against the recommendations noted in the recent Audit Scotland report on Health and Social Care Integration.

This had previously been considered by the Integration Joint Board, where it had been agreed analysis should be brought to this Committee for comment. The analysis produced includes a RAG status which highlights progress made in the areas identified

in the period since the shadow phase. Items highlighted as “red” were considered by the Committee.

After discussion, the Committee agreed that an action log should be compiled from the analysis document that can be brought back for on-going review and monitoring. Timescales should also be included in this.

10. Inspection of Services

A report was submitted (previously circulated) on the Joint Inspection of Services for Children and Young People.

The Committee was advised that the Care Inspectorate had recently announced that it would be undertaking a Joint Inspection of Children’s Services in South Ayrshire from 25 April 2016 until June 2016. Currently, all those involved are in the preparatory phase with Paula Godfrey, Head of Children’s Health, Care and Criminal Justice, being the lead contact.

It is important to note that the inspection will be conducted across the Community Planning Partnership and will consider the impact and progress made by all Partners against pre-published criteria. The finalised report of the inspection will be published in October 2016.

The Committee noted the contents of the report and further noted that it will receive the finalised report of the inspection once published.

11. ADP Self-Evaluation of the Quality Principles

A report was submitted (previously circulated) to advise Members that there will be a validated Self-Assessment and Improvement of ADM Quality Principles taking place from April 2016.

It was advised that this will not be an inspection, but instead a validation of the Self - Evaluation and it is an opportunity for the Scottish Government to consider progress being made by the ADP. The outcome will be reported back to a future Committee.

The Committee agreed to note the contents of the report.

12. Performance and Audit Committee Work Programme

A report was submitted (previously circulated) which made proposals for consideration by Members on a potential work programme for the Performance and Audit Committee in 2016-17.

After discussion, during which members explored other potential areas, the Chair requested that the summary information in the report should be expanded upon and that audit activity on performance focus on governance, operational matters, the national and local strategic context and the connectivity between these three areas.

The Committee agreed to the proposals submitted within the report and to keep under review the appropriateness of the Lead Partnership arrangements agreed during the Shadow phase.

13. AOCB

As there were no others matters to be discussed, the Chair thanked all those in attendance and closed the meeting.

The meeting closed at 11.40am.

14. Date of Next Meeting

17 June 2016 at 1pm, within Room 1, Eglinton House, Ailsa Hospital