

**5**  
**NOT YET ENDORSED AS A CORRECT RECORD**

**Minute of virtual meeting of the  
East Renfrewshire Integration Joint Board  
Performance and Audit Committee  
held at 9.20am on 26 June 2023**

**PRESENT**

Councillor Katie Pragnell	East Renfrewshire Council (Chair)
Lynsey Allan	Scottish Care
Jacqueline Forbes	NHS Greater Glasgow and Clyde Board

**IN ATTENDANCE**

Lesley Bairden	Head of Finance and Resources (Chief Financial Officer)
Michelle Blair	Chief Auditor (East Renfrewshire Council)
John Burke	Committee Services Officer (East Renfrewshire Council)
Pamela Gomes	Governance and Compliance Officer
Tom Kelly	Head of Adult Services – Learning Disability and Recovery
Ann-Marie Kennedy	Non-voting IJB member
Julie Murray	Chief Officer – IJB
Margaret Phelps	Strategic Planning, Performance and Commissioning Manager
Steven Reid	Policy, Planning and Performance Manager

**ALSO ATTENDING**

Grace Scanlin	Ernst and Young
---------------	-----------------

**APOLOGIES**

Anne Marie Monaghan	NHS Greater Glasgow and Clyde Board
---------------------	-------------------------------------

**DECLARATIONS OF INTEREST**

1. There were no declarations of interest intimated.

**MINUTE OF PREVIOUS MEETING**

2. The committee considered and approved the Minute of the meeting of 29 March 2023.

**MATTERS ARISING**

3. The committee noted that, in relation to the extended consultation period for the draft Strategic Commission Plan, it had been initially hoped to bring a final version back in June but an extended consultation period had now been planned and the final version would be brought forward in August instead.

**ROLLING ACTION LOG**

4. The committee considered a report by the Chief Officer providing details of all open actions and those that had been completed, or removed from the log, since the last meeting.

Commenting on the report, the Head of Finance and Resources (Chief Financial Officer) remarked on Action 64, which had been discussed under Matters Arising; Action 58, remarking that work was ongoing and a decision had not been taken on it yet; and Action 31, which remained with Police Scotland for discussion, and in respect of which an update on progress had been requested.

The committee noted the report.

**ERNST AND YOUNG – UNDERSTANDING HOW PERFORMANCE AND AUDIT GAINS ASSURANCE FROM MANAGEMENT**

5. The committee considered a report by the Head of Finance and Resources (Chief Financial Officer) on a letter issued to the Chair of the Performance and Audit Committee entitled “Understanding how the Performance and Audit Committee gains assurance from management”, attached to the report as Appendix 1.

A draft response had been prepared by the Chair, in consultation with the Head of Finance and Resources (Chief Financial Officer), a copy of which was attached to the report as Appendix 2. Members were asked to review the proposed response and provide any feedback or comment prior to submission.

The committee noted and commented on the proposed response by the Chair to the letter by Ernst and Young, approving the draft to be submitted by the due date of 31 July 2023.

**UNAUDITED ANNUAL REPORTS AND ACCOUNTS**

6. The committee considered a report by the Head of Finance and Resources (Chief Financial Officer) on the unaudited annual report and accounts for the Integration Joint Board (IJB) covering the period 1 April 2022 to 31 March 2023.

The Head of Finance and Resources (Chief Financial Officer) outlined the main messages included in the report. The financial year had ended with an underspend of £0.59 million, caveated that this included significant use of reserves, as had been reported to IJB throughout the year.

The main variances for the year were set out in paragraph 17 of the report, with a summary of reserves included and full details of the reserves position in note 8 of the accounts.

Given that a potential overspend of £0.3 million had previously been reported, the main reasons for the reduction in projected costs were also detailed in paragraph 18 of the report, mainly involving pay award funding, further turnover and some flexibility within care package costs.

**NOT YET ENDORSED AS A CORRECT RECORD**

The level of the general reserve remained below the level set out in the Reserves Strategy and it had been discussed at length during prior years. This fact was included in budget planning and was reflected in the revised Medium Term Financial Plan.

A new financial management code had been published by CIPFA and paragraph 29 of the report advised of a review undertaken by the Head of Finance and Resources (Chief Financial Officer). This would be subject of a report later in the agenda.

The Head of Finance and Resources (Chief Financial Officer) confirmed that the committee's decision to endorse or not endorse the annual report and accounts would be reported to the next meeting of the IJB and any pertinent comments would be passed on. Subject to approval at the IJB, they would then be submitted to Ernst and Young by the statutory deadline of 30 June 2023.

The committee:

- (a) agreed the unaudited annual report and accounts and remitted them to the Integration Joint Board for approval;
- (b) agreed and endorsed the proposed reserves allocations'
- (c) noted the annual report and accounts were subject to audit review;
- (d) agreed to receive the audited annual report and accounts in September, subject to any recommendations made by external auditors and/or the Performance and Audit Committee and Integration Joint Board; and

**AUDIT SCOTLAND REPORT: FINANCIAL ANALYSIS**

7. The committee considered a report by the Head of Finance and Resources (Chief Financial Officer) on the Accounts Commission report prepared by Audit Scotland in April 2023 titled "Integration Joint Boards Financial Analysis 2021/22".

It was confirmed that Audit Scotland published reports each year on a variety of topics, which were then brought to the IJB and this committee for review. Whilst the information in the report related to two years, it gave useful context of the national position and how the IJB compared locally.

In particular, paragraphs 19 through 22 were highlighted, to draw members' attention to particular exhibits included that were worth further note, such as: the IJB's surplus as a proportion of reserves was the 5<sup>th</sup> lowest; the IJB was 10<sup>th</sup> highest in unachieved savings; the IJB was 9<sup>th</sup> lowest in level of reserves held as a proportion of net cost of services, with almost half of all IJBs showing contingency levels of reserve less than 1%; the IJB had the 9<sup>th</sup> highest funding gap.

The Head of Finance and Resources (Chief Financial Officer) concluded that none of the information was necessarily new to members, and reflected the scale of local challenges.

The committee noted the report.

**ANNUAL PERFORMANCE REPORT 2022/23**

8. The committee considered a report by the Policy, Planning and Performance Manager on the Annual Performance Report for the Health and Social Care Partnership (HSCP) for 2022/23.

This was the seventh such report and outlined performance in relation to the delivery of the Strategic Plan 2022-25. It was a high level, public facing report and summarised the performance of the HSCP with specific focus on the delivery of services and supports as it recovered from the COVID-19 pandemic.

The required content of the Report was set out in The Public Bodies (Joint Working)(Content of Performance Reports)(Scotland) Regulations 2014, supported by guidance from the Scottish Government on the preparation of such reports. The structure was laid out in the report under paragraph 6.

The main elements of the reports set out: the current strategic approach of the East Renfrewshire HSCP; how it had been working to deliver strategic priorities and meet the challenges of the pandemic over the past 12 months; its financial performance; and detailed performance information illustrating data trends against key performance indicators.

The Policy, Planning and Performance Manager highlighted some of the key findings in the report, which was attached as Annex 1.

The committee noted the report.

### **SPECIALIST LEARNING DISABILITY INPATIENT SERVICE PERFORMANCE REPORT – 2022/23**

9. The committee considered a report by the Head of Adult Services – Learning Disability and Recovery providing data on the performance of Specialist Learning Disability Inpatient Services with a particular focus on Admission and Discharge activity throughout 2022/23, to ensure visibility of the key issues for patients as well as highlighting areas for improvement.

The Head of Adult Services – Learning Disability and Recovery started by noting the vision for learning disability and inpatient services, which provided context for the information that would follow. The report focused on activity relating to Assessment and Treatment Services, with 27 beds across Blythswood House and Claythorn. It was available to people with a learning disability residing in 9 Health and Social Care Partnerships, 6 of which were within the NHS Greater Glasgow and Clyde boundary, with the rest provided by service level agreements.

He went on to highlight the key messages from the report and provide an overview of activity in 2022/23.

In conclusion, the Head of Adult Services – Learning Disability and Recovery, stated that the Health and Social Care Partnerships involved had made a commitment in 2019 to take forward a programme of redesign for inpatient services, with an emphasis on improving responses in the community to reduce the use of inpatient beds when not clinically required. This work had led to the publication of the recent “Coming Home Implementation” report in 2022.

Despite this, it was highlighted that performance had deteriorated across 2022/23 with fewer discharges and higher delays negatively impacting on the ability of the HSCP to admit directly to the Learning Disability service when it was appropriate. Both HSCPs and third sector organisations had reported significant challenges in provider recruitment and staff retention, with negative outcomes in terms of discharge activity as a result.

A multi-agency collaborative group, including all of the HSCPs, Commissioning, third sector and housing colleagues, with a delayed discharge work stream chaired by a third sector Chief Executive. East Renfrewshire had also led on the Scottish Government’s Implementation Group.

Alternatives were being explored in terms of inpatient redesign, and in 2022/23 the inpatient service had begun offering day support as an alternative to admission. However, this was unable to be maintained due to provider challenges, leading to full admissions.

A redesign group, chaired by inpatient and community colleagues, had been established to focus on local developments within the HSCPs and develop enhanced community responses and identify the impact of local developments on inpatient redesign.

It was suggested by the Chief Officer that the Head of Adult Services – Learning Disability and Recovery, should forward the report to other Chief Officers in affected HSCPs for their consideration and information.

The committee noted the report and agreed that the Head of Adult Services – Learning Disability and Recovery should forward the report to other Chief Officers in appropriate HSCPs for their consideration and information.

## **AUDIT UPDATE**

**10.** The committee considered a report by the Head of Finance and Resources (Chief Financial Officer) on audit activity relating to the Integration Joint Board and Health and Social Care Partnerships, as well as providing a summary of all open audit recommendations.

There was one new audit relating to self-directed support recommendations.

Of existing recommendations, a further 9 were now considered closed pending verification.

It was also noted that reference to follow-up timescales were included in the report following a request at the previous meeting of the committee.

The Chief Internal Auditor had advised following publication of the report that there had been 2 internal audits undertaken within the IJB and in the event there were any recommendations relating to those, relevant to East Renfrewshire, they would be brought to the next meeting of this committee.

The committee noted the report.

## **IJB STRATEGIC RISK REGISTER**

**11.** The committee considered a report by the Head of Finance and Resources (Chief Financial Officer) on the IJB Strategic Risk Register.

No new risks had been added or removed since the last meeting of the committee. However, it was noted that the COVID-19 risk had been extended to reflect wider business continuity, alongside refreshing and rescoring of certain other risks, which were detailed in the report, in paragraphs 11 through 27.

In particular, the Head of Finance and Resources (Chief Financial Officer) drew the committee's attention to Financial Sustainability, which remained a "red" risk post mitigation, reflecting the ongoing financial challenges faced by the IJB. The failure of a provider risk also remained as "amber", but noted current concerns relating to 2 care home providers. While it was noted that those risks were significant, this risk would remain at amber status, given the number of providers the IJB worked with.

The committee noted the report.

**CIPFA FINANCIAL MANAGEMENT CODE**

**12.** The committee considered a report by the Head of Finance and Resources (Chief Financial Officer) on the CIPFA Financial Management Code as it applied to all local government bodies, including the Integration Joint Board (IJB) and providing a self-assessment for compliance.

The Head of Finance and Resources (Chief Financial Officer) stated that, as the code was new, she felt it was important to bring it to the committee as early as possible to promote good and transparent governance. This had also been referenced in the unaudited annual report and accounts.

The report gave an overview of the code and requirements, with the six principles against which the IJB's financial management practices should be assessed fully detailed.

The appendix to the report provided the IJB's evidence against the assessment questions A to Q and showed areas for development. The culture of continuous improvement was recognised here.

The committee noted the requirements of the code, the self-assessment compliance and actions to support development and improvement.

**DATE OF NEXT MEETING**

**11.** It was reported that the next meeting of the committee would be held on Tuesday 26 September 2023 at 9am.

CHAIR