
Minute of Performance & Audit Committee

Date: Thursday 30th June 2022

Time: 2.00pm

Place: Via MS Teams

Present

Councillor Hugh Hunter (chair)
Councillor Julie Dettbarn
Jean Ford (joined at Item 16)

In Attendance

Sheila Tyeson, Senior Manager, Planning & Performance
Gary Hoey, Chief Social Work Officer
Billy McClean, Head of Community Health and Care Services
Mark Inglis, Head of Children's, and Justice Services
Lisa Duncan, Chief Finance Officer
Danielle Rae, Planning and Performance Coordinator
Rebecca Hunter, Planning & Performance Officer
Kirstin Kerr, Research Officer
Shirley Knafel, Data Performance Assistant
Cecilia McGhee, Chief Internal Auditor
Karlyn Watt, Auditor, Deloitte
Billy Cooper, SAC Staff Side Union Rep Member
David Alexander, Service Lead, Procurement
Thomas Griffin, ICT Service Advisor
Nadine McCord, Administration Assistant (Minute Taker)

Apologies for Absence

Apologies for absence were noted from Ewing Hope, Steven Kelly, Sharon Hackney and Tim Eltringham.

Declarations of Interest

There were no declarations of interest by members of the Board.

Minute of Previous Meeting

The minute of the meeting held on 4th March 2022 (as circulated) was approved by the Board, with one amendment to the recorded attendance noted.

Matters Arising/Action Log

S Tyeson noted of one action with the Log (as circulated). D Rae informed that there was an item at the end of the agenda for noting on this specific action.

IJB Strategic Plan 2021 - 2031

S Tyeson advised that the purpose of this report is to provide an update to the Performance and Audit Committee on the implementation of the IJBs Strategic Plan 2021, focusing on the 18 month “bridging” operational plan, as agreed at the IJB.

In terms of the update focusing on the operational plan the report details the updates in relation to what has been completed and on target and what has changed. S Tyeson informed that a number of the actions have been completed.

S Tyeson gave an overview of the report highlighting key areas and welcomed any questions.

The report was noted by the Committee.

Digital Strategy 2020 – 2023

D Rae advised that the purpose of the report is to provide an update to the Performance and Audit Committee on the implementation of the HSCP Digital Strategy, previously approved at IJB.

D Rae explained that the Strategy was approved at IJB in October 2020 and it is recommended that the Committee note the updated action plan and provide any comment in relation to this progress.

The Committee agreed with the recommendation.

Strategic Performance Report – Community Health and Care 6 monthly Performance Report

B McClean advised that the purpose of this report is to submit for consideration, the Partnership Performance Report for Community Health and Care, comprising both baseline information and where available information for the period up to the end of March 2022.

B McClean highlighted that under section 4.1 there are 29 indicators. B McClean advised that the first 3 indicators under 5.1 all relate to unscheduled care.

B McClean continued to highlight key areas of data within the report and discussed areas where investment has been made to make improvements.

B McClean informed that they are currently exploring a Test of Change for the development of a small team of Occupational Therapy Assistants to provide support and address specifically the current unmet needs.

B McClean welcomed questions.

Cllr J Dettbarn expressed that she would be interested to see how the Test of Change with the new Occupational Therapy Assistants progresses. Cllr J Dettbarn questioned if there was sufficient capacity at the moment for data analysis.

B McClean explained that in terms of the new team they are not clear what difference it will make at this stage, however he will monitor the development of this and feedback.

B McClean informed that staffing and retention remains an issue, however explained a lot of colleagues across Scotland are having the same issue around turnover. Other areas are reporting recruitment of over 200, with around 160 leaving at the same time. B McClean advised that they must have a think about retention and the issues around fuel costs etc, also around other methods of transport e.g., electric bikes as they are aware there are a number of people who would like to take on a carer role but do not drive.

B McClean informed that DMT have been meeting with UWS and Ayr College to look at placements for students that are paid, but also contribute towards their degrees.

Report was noted and Committee agreed with the recommendations.

Adult Learning Disability Strategy 2017 – 2023

D Rae informed that the purpose of this report is to provide an update to the Performance and Audit Committee on the progress of the actions contained within the Adult Learning Disability Strategy.

D Rae presented the paper and informed that they will report back on the Strategy every 6 months.

Cllr H Hunter informed that he would be keen to get a quarterly update on this to monitor the progress.

The Committee agreed with the recommendations and noted the updated action plan.

Draft Annual Accounts 2021 - 2022

L Duncan advised that the purpose of the report is to present the Draft Unaudited Annual Accounts for the IJB for 2021 – 2022 Appendix 1.

L Duncan presented the report (as circulated), listed the recommendations for the Performance and Audit Committee and welcomed any comments or disagreement.

The Committee agreed with the recommendations.

Social Work Casefile Audit Policy

D Rae presented the report on behalf of Steven Kelly. D Rae advised that the purpose is to provide the Performance and Audit Committee with an update on the development and implementation of a Social Work Case File audit Policy.

D Rae explained that at the start of 2022, as part of the wider quality assurance agenda, the HSCP agreed to develop a Casefile Audit Policy to be rolled out across adult Children's and Justice Social Work Services.

D Rae advised that it was agreed at the Social Work Governance Board to roll out the audit and evaluation process through March 2022, which involved a small number of cases being subject to audit and an evaluative statement being uploaded to SharePoint with feedback and learning.

D Rae noted that the learning and feedback has been collated and they will make some changes to both the policy and schedule as they continue to develop and implement the audit and evaluation activity.

The Committee noted the report and agreed with the recommendations.

IJB Annual Report 2021 – 2022

C McGhee informed that this report is to present the IJB Annual Report on internal audit activity, give her annual opinion and for the Committee to note the content.

C McGhee spoke to the report (as circulated) and welcomed any comments.

The Committee agreed recommendations and noted content of the report.

IJB Internal Audit Plan 2022 – 2023

C McGhee informed that this is the proposed Internal Audit Plan she is presenting to the Performance and Audit Committee for approval.

C McGhee brought section 6 to the attention of the Committee, which lays out the proposal for this year.

C McGhee informed that there were no PAN Ayrshire risks identified this year. C McGhee explained that NHS Internal Auditors carried out a review of the Partnerships Performance Indicators for delayed discharges, however they have now yet finalised or issued the report.

The Committee agreed with the Audit Plan for 2022 – 2023 and no comments were noted.

Annex 2 Contracts

D Alexander explained that the Annex 2 is a clause within the Council's standing orders for contracts over fifty thousand pounds.

D Alexander advised that PAC would receive regular updates on this going forward.

Draft Deloitte Wider Scope Audit Report

K Watt informed that this is Deloitte's report on wider scope audit work. K Watt advised that the key messages are set out in pages 3 and 4 of the report.

K Watt presented the report (as circulated) and welcomed any comments.

The Committee agreed the report.

Strategic Risk Register

S Tyeson informed that this report presents the Performance and Audit Committee with the HSCP Strategic Risk Register for scrutiny.

S Tyeson noted the recommendations (as noted within the circulated report).

S Tyeson gave a brief overview of the red risks from the Register highlighted and informed that there are various pieces of work ongoing around these.

Cllr hunter asked about the short - term plan around premises.

S Tyeson advised that in respect of the short-term plan, a future operating model has been instated which supports staff to ensure they have correct equipment, sufficient workspace, good internet access etc. S Tyeson informed that there has been some work regarding premises around redecoration. Some premises remain critical areas and they have been highlighted.

The Committee noted contents of the paper and agreed with the recommendations.

Maverick Spend

D Alexander explained that Maverick Spend is known as off contract spend.

Corporate Procurement Team provide regular updates on Maverick spend. Further work continues to give the HSCP assurance relating to this spend.

Dementia Post Diagnostic Support Data

D Rae advised that this report provides the data requested at the Performance and Audit Committee on 4th March 2022 on dementia post – diagnostic support.

D Rae noted that South Ayrshire consistently performs well in comparison to other areas, in terms of percentage of people referred for dementia post – diagnostic support who received a minimum of one year's support.

D Rae highlighted that the number of patients currently receiving post-diagnostic support in South Ayrshire is 236. The number of patients who completed or terminated post-diagnostic support in past year (1st July 2021 to 24 June 2022) is 226.

B McClean noted that this data is aimed at people who are very early stages of diagnosis.

Cllr H Hunter questioned whether there was currently a waiting time for assessment.

B McClean advised the last update he received for early interventions post diagnosis there were no waiting lists.

The Committee noted content of the report.

Any Other Business

No other business to be discussed.

Date of Next Meeting

Friday 26th August 2022