

**Minute of Meeting of the  
East Renfrewshire Integration Joint Board  
Performance and Audit Committee  
held at 9.00am on 26 June 2019 in the  
Council Offices, Main Street, Barrhead**

**PRESENT**

Councillor Caroline Bamforth, East Renfrewshire Council (Chair)

Councillor Barbara Grant	East Renfrewshire Council co-opted Member
Anne Marie Kennedy	Non-voting IJB Member
John Matthews	NHS Greater Glasgow and Clyde Board
Anne-Marie Monaghan	NHS Greater Glasgow and Clyde Board
Councillor Paul O’Kane	East Renfrewshire Council

**IN ATTENDANCE**

Lesley Bairden	Head of Finance and Resources (Chief Financial Officer)
Michelle Blair	Chief Auditor (East Renfrewshire Council)
Eamonn Daly	Democratic Services Manager (East Renfrewshire Council)
Candy Millard	Head of Adult Health and Social Care Localities
Julie Murray	Chief Officer, HSCP
Steven Reid	Senior Policy, Planning and Performance Officer

**ALSO IN ATTENDANCE**

Ian Kerr	Care Inspectorate
Stephen Rankin	Care Inspectorate

**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 20 March 2019.

**MATTERS ARISING**

3. The committee considered and noted a report by the Chief Officer providing an update on progress regarding matters arising from the discussions which took place at the meeting of 20 March 2019.

Having heard the Head of Finance and Resources (Chief Financial Officer) further on the report, the committee:-

- (a) noted the report; and
- (b) noted that a progress report on the appointment of an additional Advanced Practice Physiotherapist would be submitted to the next meeting.

#### **UNAUDITED ANNUAL REPORT AND ACCOUNTS 2018/19**

4. The committee considered a report by the Head of Finance and Resources (Chief Financial Officer) providing an overview of the unaudited report and accounts for the IJB covering the period 1 April 2018 to 31 March 2019, as well as outlining legislative requirements and key stages associated with the approval of the annual report and accounts.

Having referred to the establishment of IJBs and the requirements, in accordance with Section 106 of the Local Government (Scotland) Act 1973, for annual accounts to be prepared in compliance with the Code of Practice on Accounting for Local Authorities in the United Kingdom, and also to additional guidance produced by the Local Authority (Scotland) Accounts Advisory Committee, the report set out an overview of the process for the preparation and approval of the IJB's annual report and accounts.

The report highlighted the main key messages, these being that there was a year-end underspend of £0.26 million which was 0.22% of the annual revenue budget; that there had been £0.521 million planned use of reserves; and that £0.381 million of existing reserves had been realigned.

The report also proposed a series of 5 new reserves totalling £1.09 million being created, with the amounts and reasons for each of the reserves being outlined.

The Head of Finance and Resources (Chief Financial Officer) was then heard further on the terms of the report in the course of which she acknowledged the contribution of Ian Arnott, Finance Business Partner, in the preparation of the accounts.

In the course of ensuing discussion, Mrs Kennedy suggested that it would be helpful if a note were to be added to the accounts to explain the reasons for the increase in the salary of the Head of Finance and Resources (Chief Financial Officer), it being noted that this had been due to the additional responsibilities taken on by the postholder following the senior staff restructuring exercise that had taken place.

In response to further questions, the Head of Finance and Resources (Chief Financial Officer) explained that regular budget monitoring reports identified when reserves were being used for a particular purpose, and confirmed that the use of the proposed £200k reserve to support the development of a new strategic partnership framework would not be restricted to homecare services.

Thereafter the committee:-

- (a) agreed that the unaudited annual report and accounts be remitted to the Integration Joint Board for approval, subject to the addition of a note to the accounts regarding the salary of the Head of Finance and Resources (Chief Financial Officer);

- (b) endorsed the proposed reserves allocations;
- (c) noted that the annual report and accounts were subject to audit review; and
- (d) agreed to receive the audited annual report and accounts in September, subject to any recommendations made by the external auditor.

## **ANNUAL PERFORMANCE REPORT 2018/19**

5. The committee considered a report by the Chief Officer providing details of the performance of the HSCP over 2018/19.

Having referred to the legislation and guidance setting out the prescribed content of a performance report for an integration authority, the report explained that this was the first year of the 2018/21 Strategic Plan and the third Annual Performance Report that had been prepared, it being noted that the report was a high level report with more details of activities and targets being contained in the HSCP Implementation Plan – End Year Report 2018/19.

The report explained that the Annual Report, a copy of which accompanied the report, set out how the HSCP had delivered on its vision and commitments over 2018/19, and was set out under the National Health and Wellbeing Outcomes as well as those for Criminal Justice and Children and Families. Each section in the Annual Report contained an overview of national performance indicators, community planning, Council and Health Board indicators, as well as giving an overview of work undertaken to deliver the strategic planning priorities with some additional data where relevant.

The main elements of the report set out the HSCP's current strategic approach; work to deliver the strategic priorities over the preceding 12 months; financial performance; detailed performance information; and future key work areas.

Additional sections on public protection; the hosted Specialist Learning Disability Service; and support for staff were also contained in the report.

The report highlighted significant progress across a number of areas including helping older people and people with long-term conditions maintain independence at home and supporting the needs of unpaid carers, amongst others. However the report also highlighted a number of areas where it was considered that performance could be improved and where there would be a focus on improvement in 2019/20. These included improved access to support for children and young people using the Child and Adolescent Mental Health Services (CAMHS), minimising delayed discharges, and reducing the number of A&E attendances.

The Senior Policy, Planning and Performance Officer was heard in further explanation of the report, highlighting that the format of the report had been revised from previous versions, the revisions being based on good practice in other HSCPs.

Thereafter, Councillor Grant referred to the pressures on the Council to release land for housing development and queried whether or not the ability of the HSCP to deal with any increased service demands was taken into consideration.

In reply, the Chief Officer explained that a paper on that issue was being considered by the Integration Joint Board at its meeting following the committee. She clarified that discussions with the health board about the challenges being faced by the HSCP due to increasing population in the area were ongoing. In addition discussions were taking place with officers from the Council's Planning Service about the possibility of obtaining developer contributions as part of any planning consents granted. However whilst these contributions could assist in offsetting capital costs, there would be subsequent ongoing revenue implications.

Councillor O’Kane referred to the report on the Council’s Local Development Plan 2 (LDP2) being considered at the meeting of East Renfrewshire Council that evening which if approved would give the opportunity to consider in more broad terms the consequences of further development.

Councillor Bamforth further highlighted that considering the impact of new housing development on existing services was not grounds for refusing a planning application.

Councillor Bamforth having also welcomed the improvements in relation to CAMHS and that development needs had also been identified, the committee noted the report.

## **IJB STRATEGIC RISK REGISTER UPDATE**

6. Under reference to the Minute of the previous meeting (Item 4 refers) the committee considered a report by the Chief Officer providing an update on the Integration Joint Board Strategic Risk Register.

Having set out the risk matrix used to calculate risk scores, the report then provided further details in respect of those areas considered to be high risks, these being supported by additional information provided by the Head of Finance and Resources (Chief Financial Officer).

The report explained that since the register had been last updated one new risk relating to the In-house Care at Home Service, had been added, to reflect the significant pressures within the service. In addition, there had been some minor wording changes throughout and mitigation timescales added.

The report also highlighted that Financial Sustainability remained a high risk even following mitigation measures, reflecting the current economy and unknown Brexit implications. Furthermore it was explained that there remained the future year risk that the HSCP could become unsustainable due to one of a number of causes, these being listed in the report.

Referring to the risks associated with access to primary care, Ms Monaghan suggested that the wording did not accurately reflect that increased service demand was not exclusively due to high numbers of elderly people in retirement and care homes but was also affected by increasing numbers of young people.

In reply, the Chief Officer acknowledged the various reasons for increased service demand and undertook to review the wording of the risk.

The committee noted the updated Strategic Risk Register.

## **PERFORMANCE OF HOSTED SERVICES – NHSGGC PODIATRY SERVICE – QUARTER 4 - 2018-19**

7. The committee took up consideration of a report by the Chief Officer, providing performance data in relation to the NHSGGC Podiatry Service in the East Renfrewshire area. The report detailed performance on new referrals, waiting times, discharges and caseloads, patient activity and did not attends (DNAs).

The report explained that the service, which was hosted by Renfrewshire HSCP, was open to all age groups without restriction. Despite a 30% increase in referrals since 2015-16, the service had been able to maintain overall 4-week performance due to flexibility in referral management processes.

The report also explained that whilst across the NHSGGC area approximately 35% of the caseload was of patients over 65, in East Renfrewshire this was 43.5% whilst in East Renfrewshire patients over 75 formed around 25% of the caseload. It was also noted that the percentage of patients under 18 in East Renfrewshire was also higher at 11.7% compared to 9%.

Commenting on the report, the Chief Officer referred to the engagement sessions that had been held as part of Moving Forward Together. One of the issues that had emerged through the sessions was the need for a toenail cutting service. Voluntary Action had been approached to explore the possibility of using third sector services for this. In this regard Mrs Kennedy reported that Voluntary Action were currently undertaking some exploratory work

The committee noted the report.

#### **CALENDAR OF MEETINGS 2020**

8. The committee considered and approved a report by the Chief Officer with proposed meeting dates for 2020.

#### **DATE OF NEXT MEETING**

9. It was reported that the next meeting of the committee would take place on Wednesday 25 September 2019 at 9am in the Council Offices, Main Street, Barrhead.

CHAIR