

**Minute of Meeting of the  
East Renfrewshire  
Integration Joint Board  
Performance and Audit Committee  
held at 10.00am on 28 June 2017 in  
the Council Offices, Barrhead**

**PRESENT**

Morag Brown, NHS Greater Glasgow and Clyde Board (Chair)

Janice Cameron	Integration Lead, Independent Sector
Councillor Caroline Bamforth	East Renfrewshire Council
Anne Marie Kennedy	Non-voting IJB member
John Matthews	NHS Greater Glasgow and Clyde Board
Councillor Paul O’Kane	East Renfrewshire Council

**IN ATTENDANCE**

Anfaal Ahmad	Audit Scotland
Ian Arnott	Finance Business Partner
Lesley Bairden	Chief Financial Officer
Michelle Blair	Chief Auditor (East Renfrewshire Council)
Eamonn Daly	Democratic Services Manager (East Renfrewshire Council)
Paul Stoller	Audit Scotland
Candy Millard	Head of Strategic Services

**DECLARATIONS OF INTEREST**

1. There were no declarations of interest in terms of Standing Order 9.2 – Codes of Conduct and Conflicts of Interest.

**MINUTE OF PREVIOUS MEETING**

2. The committee considered and approved the Minute of the meeting of 29 March 2017.

**MATTERS ARISING**

3. The committee considered and noted a report by the Chief Officer providing an update on progress regarding matters arising from the discussion which took place at the meeting of 29 March 2017.

## **ANNUAL REPORT AND ACCOUNTS 2016/17**

4. The committee considered a report by the Chief Financial Officer providing an overview of the unaudited report and accounts for the IJB covering the period 1 April 2016 to 31 March 2017 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 also highlighted the main messages from the annual report and accounts. In particular, reference was made to the successful full-year operation of the IJB building on the previous 2015/16 part-year, and increased earmarked reserves in line with the IJB's agreed strategy.

Referring to the report and accounts the Chief Financial Officer highlighted that the 2016/17 year-end surplus figure of £1.280 million was incorrect, the correct figure being £1.520 million. which in turn gave an increase of £0.67 million since figures were last reported, to the IJB at period 11. The increases were primarily due to prudent projections for care packages and turnover assumptions.

With regard to the original proposals for reserves which were that the surplus be added to the budget savings earmarked reserve, the Chief Financial Officer proposed an alternative, that being that £500,000 be allocated into a new earmarked reserve to deal with in-year pressures with the budget savings reserve being reduced accordingly.

The Chief Financial Officer was heard further on the reasoning behind the establishment of the new earmarked reserve and on the level of free reserves, which although significantly below the free reserve target of 2% of the revenue budget, were, in her opinion appropriate for the current challenging financial circumstances.

Full discussion followed in the course of which, in response to questions from Mr Matthews, the Chief Financial Officer explained in detail how underspends in budgets had been achieved through a combination of careful planning and uncontrolled events such as the mild winter which meant a reduced requirement for care packages. She also explained that staff were being made aware of the financial challenges facing services and that the Departmental Management Team (DMT) had a strong focus on savings delivery and forward financial planning.

She further explained that some underspends had been achieved through staff turnover but clarified that there had been no deliberate delays in the filling of vacancies.

Further discussion took place in the course of which the importance of making clear that whilst the HSCP had reasonable levels of reserves only a small proportion were unallocated, was emphasised.

Thereafter, the committee:-

- (a) agreed that the unaudited annual report and accounts be remitted to the Integration Joint Board for approval, subject to the amendment in relation to the level of surplus as intimated by the Chief Financial Officer;

- (b) endorsed the proposed reserves allocations, including the establishment of a new £500,000 earmarked reserve to deal with in-year pressures;
- (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 END OF YEAR PERFORMANCE REPORT 2017/17**

5. The committee considered a report by the Chief Officer providing details of the performance of the HSCP over 2016/17.

The report referred to the legislation and guidance setting out the prescribed content of a performance report for an integration authority, explaining that although a report on performance had been considered by the Board in June 2016, that report had been in the form of the Organisational Performance Report (OPR), the reporting format used by the former Community Health and Care Partnership, with some additional health and wellbeing information. The current year was the first year that the IJB was required to publish an Annual Performance Report which formed the baseline year for future annual reports.

The report explained that the Annual Report, a copy of which accompanied the report, 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.

Additional sections on Locality Planning and the Learning Disability Inpatient Service were also contained in the report.

The Head of Strategic Services having been heard further on the terms of the report Ms Brown commended the report, stating that the layout was excellent and much more accessible than performance reports for other HSCPs that she had seen. This point was echoed by Mrs Kennedy who also welcomed the prominence given in the report to partnership working that was taking place.

In response to Mr Matthews, the Head of Strategic Services explained the levels of partnership working between HSCP and NHS health improvement staff. She clarified that although there were areas with large inequality gaps in East Renfrewshire, overall in terms of inequalities across the entire NHSGGC area East Renfrewshire was not seen as an area of high demand. However, although there was a small team locally based, they were able to call on support from NHSGGC if required.

Supporting the comments made by the Head of Strategic Services in relation to partnership working, Councillor O’Kane referred to the community planning arrangements in place in East Renfrewshire, the Council and the Health Board being amongst a number of partners working together for the benefit of East Renfrewshire residents.

Following discussion during which the Head of Strategic Services clarified that this report differed from the normal performance reports submitted to the committee in that it focused

on national rather than local performance indicators, and Ms Brown commend staff for their continued commitment and high quality of work, the committee:-

- (a) noted the report;
- (b) agreed to remit the report to the Integration Joint Board subject as follows:-
  - (i) that the Head of Strategic Services and Chief Financial Officer include relevant financial information from the Annual Accounts into the Annual Performance Report; and
  - (ii) that the Head of Strategic Services, in consultation with the Council's Communications Team, be authorised to consider a range of media to engage with the public, illustrate performance, and disseminate the Annual Performance Report by the statutory deadline of 31 July 2017.

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

6. It was reported that the next meeting of the committee would take place on Wednesday 27 September 2017 at 9.00 am in the Council Offices, Main Street, Barrhead.

CHAIR