# **AGENDA ITEM No.8**







Meeting of East Renfrewshire Integration Joint Board	Performance and Audit Committee
Held on	25 November 2020
Agenda Item	8
Title	IJB Strategic Risk Register Update

# **Summary**

This report provides the Performance and Audit Committee with an update on the IJB Strategic Risk Register.

Presented by	Lesley Bairden, Head of Finance and Resources (Chief Financial Officer)

## **Action Required**

Performance and Audit Committee is asked to note and comment on the IJB Strategic Risk Register.



#### **EAST RENFREWSHIRE INTEGRATION JOINT BOARD**

#### PERFORMANCE AND AUDIT COMMITTEE

#### **25 November 2020**

#### **Report by Chief Financial Officer**

# IJB STRATEGIC RISK REGISTER UPDATE

## **PURPOSE OF REPORT**

1. This report provides the Performance and Audit Committee with an update on the IJB Strategic Risk Register.

#### **RECOMMENDATION**

2. Performance and Audit Committee is asked to note and comment on the IJB Strategic Risk Register and audit action plan.

#### **BACKGROUND**

- 3. In accordance with the agreed monitoring policy this report provides the Performance and Audit Committee with an update on the strategic risk register.
- 4. Good practice in the area of risk management suggest that a risk register should contain between six to eight of the most significant risk to make it a useful working document.
- 5. The risk register uses a simple, clear and effective 4 x 4 likelihood and severity risk matrix as shown below.

#### Risk levels considering Likelihood and Severity

Likelihood	Score											
Certain	4	Low (Gree	en)	Medium (Yell	low)	High (Red)		High (Red)				
Likely / probable						Medium (Yellow)		High (Red)				
Possible/could happen	2	Low (Gree	en)	Low (Green)	Medium (Yellow)		Medium (Yellow)					
Unlikely	1	Low (Gree	en)	Low (Green)	Low (Green)			Low (Green)		n)	Low (Gree	en)
Impact		Minor	1	Significant	2	Serious	3	Major	4			

6. In normal circumstances the policy states the tolerance for risk is as follows:

Risk Score	Overall rating
11-16	High/Red/Unacceptable
5-10	Medium/Yellow/Tolerable
1-4	Low/Green/Acceptable

#### **REPORT**

- 7. The Strategic Risk Register is a 'live' document; the latest version is attached at Appendix 1.
- 8. The Strategic Risk Register was reported to the last meeting of the Performance and Audit Committee which took place on 23 September.
- 9. There have been no material changes since the last update in September and that:-
  - There has been no change to risk scores
  - No new risks have been added
  - No risks have been removed

#### Post Mitigation - Red and Significant Risks Exception Report

10. Risks which score between 11-16 and rated as High/Red/Unacceptable and those which the Health and Social Care Partnership Management Team considers significant, following mitigation, should be brought to attention of the Performance and Audit Committee by an 'exception report'.

#### Scottish Child Abuse Inquiry

11. Despite any proposed risk control measures, the score remains the same due to the historical nature of this risk.

#### Financial Sustainability

- 12. Financial Sustainability remains a high/red risk as last reported. This is still considered red post mitigation reflecting the current economic climate and the uncertainty around Covid-19 and Brexit implications.
- 13. Brexit working groups and national events have recommenced and we continue to monitor developments.
- 14. There remains the future year risk that the HSCP could become unsustainable due to one of the following causes:
  - Unable to deliver in full the existing savings and achieve new savings to deliver a balanced budget
  - Unable to influence future funding to recognise demographic & other pressures, or realise future efficiencies & savings
  - Implications from hosted services
  - Prescribing volatility
- 15. Although 'Failure of a Provider' is scored at 9 'medium' after mitigation is taken into account, this is still considered a significant risk given the potential impact on service delivery.

#### **RECOMMENDATIONS**

16. Performance and Audit Committee is asked to note and comment on the IJB Strategic Risk Register and audit action plan.

#### REPORT AUTHOR AND PERSON TO CONTACT

Lesley Bairden, Head of Finance and Resources (Chief Financial Officer) <a href="mailto:lesley.bairden@eastrenfewshire.gov.uk">lesley.bairden@eastrenfewshire.gov.uk</a> 0141 451 0746

November 2020

Chief Officer, IJB: Julie Murray

#### **BACKGROUND PAPERS**

PAC Paper: September 2020: IJB Strategic Risk Register Update
https://www.eastrenfrewshire.gov.uk/media/3488/Performance-and-Audit-Committee-Item-11-23-September2020/pdf/Performance and Audit Committee Item 11 - 23 September 2020.pdf?m=637360286481870000

IJB Paper: August 2020: IJB Strategic Risk Register Annual Update
<a href="https://www.eastrenfrewshire.gov.uk/media/1786/Integration-Joint-Board-Item-11-12-August-2020/pdf/Integration\_Joint\_Board\_Item\_11-12-August-2020/pdf/Integrat\_Item\_11-12-August-2020/pdf/I

IJB Paper: January 2020: IJB Risk Management Policy and Strategy <a href="https://www.eastrenfrewshire.gov.uk/media/1436/Integration-Joint-Board-Item-14-29-January-2020/pdf/Integration\_Joint\_Board\_Item\_14\_-29\_January\_2020.pdf?m=637284294607930000">https://www.eastrenfrewshire.gov.uk/media/1436/Integration-Joint-Board-Item-14-29-January\_2020.pdf?m=637284294607930000</a>

PAC Paper: November 2019: IJB Strategic Risk Register Update

https://www.eastrenfrewshire.gov.uk/media/1987/Performance-and-Audit-Committee-item-08-27-November-2019/pdf/Performance and Audit Committee Item 08 - 27 November 2019.pdf?m=637356832342130000

PAC Paper: September 2019: IJB Strategic Risk Register Update

PAC Paper: June 2019: IJB Strategic Risk Register Update



#### **EAST RENFREWSHIRE INTEGRATION JOINT BOARD**

#### STRATEGIC RISK REGISTER

**DATE ORIGINATED: 09.11.2015** 

**DATE REVIEWED: 17.11.2020** 

ERC N Ref	(	Risk Status S/C/N (Same, Changed, New)	Risk (Threat/Opportunity to achievement of business objective)- include the consequence of the risk in this description)	Risk Control Measures currently in Place (need to be SMART e.g. detail of what type of training took place with dates in evidence column	(4	As it is now e Overal HIGH MEDIU LOW Impact (Severity)	v) I rating	Proposed Risk Control Measures (should be SMART with detail included)	Completion date for proposed Risk Control Measure	(with	ment of R Risk proposed of res implem Impact (Severity)	ontrol	Risk Owner
n/a	1	С	Risk of death or significant harm to a service user/ patient as a result of HSCP actions.  Consequences could include: - Loss of life or long term damage and impact on service user & family Possible perception of failure of care Poor workforce morale Reputational damage.	Head of Recovery and Intensive Services taken on role of professional lead for social work practice within adult services.  Updated professional supervision policy adopted for social work and social care staff.  Review of rising demands and pressure points across adult services.  Rolling programme for refresher training and quality assurance for Council Officers and frontline managers and registered services following launch of ASP procedures 1 November.	3	4	12	Implementation of Adult Service Improvement Plans for:  Initial Contact Supervision Commissioning Adult Support and Protection Procedures and Quality assurance  Put in place additional resources to deal with additional Covid demands.  Develop new schedule for performance reporting for adult services.  Prepare for forthcoming ASP inspections.  Senior Manager rota for chairing ASP to be implemented.	30/12/2020 30/12/2020 31/01/2021 Jan / Feb 2021 31/12/2020	2	4	8	Head of Adult Health and Social Care Localities / Head of Recovery and Intensive Services / Chief Social Work Officer

Self-evaluation and audit	Implement new risk	31/03/2021		
activity being undertaken by	management framework			
Lead Officer: Policy and	(Signs of Safety) across adult			
Practice Development	services.			
Completed.				
	Implement new procedures	28/02/2021		
Increased frequency of APC.	(currently being devised) in			
Improved reporting schedule	relation to AWI, LSI and			
from sub-committees.	MHC&T Act (following			
	approval at APC).			
New ASP Team will commence				
in January 2021.	Devise new screening tool for	31/01/2021		
	waiting lists.	' '		
Professional supervision policy	5			
in place to provide	Recruit external consultants to	Ongoing		
professional leadership.	support improvement	3 0		
	programme – as required.			
	programme do required.			

4.	4 2	С	Scottish Child Abuse Inc	uiry									
			Children accommodated by East Renfrewshire Council and legacy areas from 1930 may have been the victims of historical abuse whilst in foster care.  Capacity to meet the demands of the S21 notice and the possibly increased demand of access to records and potential claims against the Council as Inquiry work progresses.	Adult Protection Committee and Child Protection Committee have been sighted on these issues.  Final s21 submission made to the Inquiry in July 2020 in relation to the foster care case study. The Inquiry have noted that they may come back for further information.  Identified leads in HSCP working alongside legal services to manage the progress of any allegations/claims made.	4	3	12	Manager's briefing session taking place on 24/11/20 re key learning from the s21 work.	30/11/2020	4	3	12	Chief Social Work Officer
4.	1 3	С	Child Protection, Adult	protection and Multi-Agency Public Prote	ction Ar	rangen	nents						
			Inconsistent assessment and application of the public protection agenda (Child Protection, Adult Protection and Multi- Agency Public Protection Arrangements- MAPPA) may result in risk of children or vulnerable adults being harmed and lead to non-compliance with legislative standards.	The operation of Child Protection Committee (CPC), Adult Protection Committee (APC) and MAPPA meetings deal with strategic and practice issues.  Service Manager ASP has responsibility for chairing Case Conferences and leading on self-evaluation and audit activity.  Risk assessment integral part of the assessment process.  Interim APC Chair in place.  New Service Manager ASP commenced in post May-2020.  Council officer and managers forums established.	2	4	8	Develop new schedule for performance reporting for adult services.  Review Quality assurance framework for ASP activity annually.  Engagement with social workers not yet vetted to NPPV status. Increase in vetting coverage for criminal justice has improved but focus engagement consulting with non-vetted Social Workers for NPP status.  Introduce rolling review of PVGs on 3 yearly basis. Consistent with Care Inspectorate regulations.	13/11/2020 31/10/2021 31/12/2020 31/03/2021	1	4	4	Chief Social Work Officer

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Dalling programme of All front line		Strongthon reporting	21/02/2021		
Rolling programme of All front line		Strengthen reporting	31/03/2021		
managers provided with refresher		arrangements around SSSC			
training concerning statutory		registrations.			
compliance.					
Partnership working is at an advanced					
stage with Police Scotland, NHS,					
Scottish Prison Service and other					
statutory partners.					
Job descriptions for statutory criminal					
justice social work posts in East					
Renfrewshire have been amended and					
candidates are required to be eligible					
to achieve NPPV (Non Police Personal					
Vetting) level 2 vetting status.					
Quarterly external audit of MAPPA					
cases in place.					
•					
Multi Agency Risk Assessment					
Conference (MARAC) fully operational					
(05.03.19).					
(65.65.13).					
"Safe Together" model implemented.					
sare rogether model implemented.					
PVG (Protecting Vulnerable Groups)					
scheme in place.					
scheme in place.					
Increased communication and					
Increased communication and					
intelligence sharing with other					
statutory bodies implemented during					
Covid-19.					
New Head of Recovery and Intensive					
Services taken on role of professional					
lead for social work practice within					
adult services.					
Data report and outcome report for					
children's services completed (COPP -					
May 2020).					

4	S	Financial Sustainability										
		Risk of being unsustainable due to one of the following causes:	The CFO provides regular financial advice and reporting to IJB, including savings progress.				Conclude review of hosted service arrangements (indicative date).	31/03/2021				
		Unable to deliver in full the existing savings and achieve new savings to	Budget seminars are held with IJB Members.				Plan for the 2021/22 budget.	31/03/2021				
		deliver a balanced budget.  2) Unable to influence	The regular budget updates and medium term financial plan set out funding pressures and scenarios.				Review and revise the medium term financial plan.	31/03/2021				
		future funding to recognise demographic and other pressures, or realise future efficiencies & savings.	The HSCP is involved in the budget setting process with each of our partners and tri-partite discussions take place with Partner engagement included in Strategic Improvement				Continue to develop the tri-partite financial planning discussions with partners.	31/13/2021				
		3) Implications of cessation of prescribing risk share and changes from hosted services funding structure.	Action Plan.  A local network and the National CFO Section meeting provide a discussion and decision making forum for wider				Detailed financial planning and monitoring on COVID 19 is in place and costs are considered by the Scottish	31/03/2021				Chief
		4) Financial Impacts relating to Brexit and other wider economic issues. Financial risks relate to staffing,	issues impacting on partnerships, including prescribing and hosted services.	3	4	12	Government as part of the NHSGCC response.		3	4	12	Financial Officer
		purchase of care, drugs, equipment, consumables and food.	The use of earmarked reserves allows us to deal with prescribing volatility in any one year.									
		5) Financial risks relating to COVID 19 There is a significant financial implication to the	Review of hosted services is ongoing and this is a longer term review across all six HSCPs within NHSGGC.									
		IJB if the costs of the response to the crisis are not fully funded. There may be longer term implications	Planning for Brexit implications taking place at both national and local levels.									
		that may have financial impact.	Covid-19 cost monitoring takes place monthly and informs our revenue reporting as well as reporting to the Scottish Government through NHSGGC.									

5.2	2 5	С	Failure of a Provider										
			Risk of failure of a key care provider, including care home, care at home and other care providers due to financial instability or significant care concerns.  Consequences could include: - disruption to service delivery - requirement to implement contingency plans - impact on individuals and families with potential disruption to care arrangements	We work with the Care Inspectorate to ensure robust action plans for improvement are in place.  Work with Scottish Government, Scotland Excel and Cosla on care home market.  Consideration of balance of market share across external market providers.  Company Credit Health Checks undertaken.  Independent learning review concluded – action plan developed following recommendations and plan to disseminate learning agreed.	4	3	12	Implement learning from independent review of recent provider failure.  Work with providers at risk to agree phased and managed approach to closure if required.	30/11/2020 Ongoing	3	3	9	Head of Adult Health and Social Care Localities
	6	C	Insufficient primary Care practice list capacity due to increased population size. This is a result of new housing developments which include family housing, increasing the number of children in the area and specific developments for older people.  Inability to recruit/cover posts resulting in poor access for local residents.	Stage 2 bid submitted for Newton Mearns hub as part of the GGC capital prioritisation process. Awaiting feedback.  Primary Care Improvement Plan agreed by IJB.  Local practices are supported to manage list size by encouraging patients from out with the practice's contracted catchment area to register with a GP more local to them.  Work with practices to maximise premises capacity to enable them to extend primary care team.  Back scanning completed for practices to ensure all East Renfrewshire practices notes are scanned to free up space.	3	3	9	Work with planning department to consider impact and mitigation for new housing developments.  Meet regularly with GPs in practices most likely to be impacted by rise in new registrations due to new housing development to agree short term measures and discuss and longer term options to increase capacity.  Within clusters explore space availability within practices to support the extending Primary Care team as outlined in the PCIP.	Ongoing Ongoing Ongoing	3	2	6	Clinical Director

5.1 7	С	Increase in Older populat	ion									
		Increase in older people, particularly very old, due to demographic changes leads to an over demand on certain services and failure to meet legislation, overspend and negative publicity.	Scottish Government providing additional resources for Health and Social Care with emphasis on managing demographic pressures.  Outcome Delivery Plan (ODP) and HSCP strategic plans build on foundation of wider council prevention and early intervention strategy for older people.  Agile working for HSCP employees improved efficiency.  Annual budget setting takes account of demographic projections.  Partnership with various professional agencies and community/public to support hospital admission avoidance and safe hospital discharge for older people.  Rollout of Talking Points commenced May 19.	4	4	16	Conclude redesign work focusing on rehabilitation and frailty pathways.  Further rollout of Talking Points as part of Community Led Support programme diverting people to community resources and building own assets.  Continue Council funding for demographic cost pressures.  Unscheduled Care Action Group to take forward agreed unscheduled care commissioning programme of activity - Financial Framework to be agreed.	31/03/2021 Ongoing Ongoing	4	2	8	Chief Officer HSCP
8	С	Workforce Planning and (							÷	·		
		Lack of appropriately skilled workforce due to the combination of loss of experience from retirement of ageing workforce and changes to registration and job requirements leads to a reduction in service levels and inability to deliver redesigns in line with Strategic Plan requirements. Use of temporary contracts as mitigation for financial	2019/20 workforce plan update complete.  All intensive services staff made permanent (late 2019).  Workforce planning group established (although on hold due to Covid-19).  HSCP management team actively review of all request to recruit.  Overarching workforce workstream in our recovery plan (as we have had some capacity issues resulting from	3	4	12	Develop Workforce Statement for 2020/21 (The 3 year Workforce Plan has been postponed).  Restart Workforce Planning Group following receipt of SG guidance.  Improve partnership workforce planning working with providers in line with developing strategic commissioning plan.  Develop workforce information to include data on staff with long term health conditions to better	31/01/2021 31/03/2021 Ongoing	2	4	8	Chief Officer HSCP

			uncertainty impacts on ability to recruit and retain staff.	Covid-19 and our response to the emergency).				understand the impact of covid-19 on service delivery.  Continue to provide personalised supports to the workforce in relation to trauma experienced during covid-19.	Ongoing				
2.2	10	C	Increase in the number of children and adults with additional support requirements leading to a rise in demand on services.	Appointed Advanced Practitioner to improve practice across adult and children services in preparing young people with additional support needs for adulthood.  Analysis of demographic changes. Increased financial forecasting.  Children's Services redesign implemented.  Inclusive Support redesign completed and implemented (April 2019).  Education Resource Group to manage specialist resources and admission to specialist provision.  Phase 1 Fit for the Future Redesign implemented.  The Resource Allocation Group (RAG) has strengthened its membership to include an educational psychologist and occupational therapist.	4	3	12	HSCP/Education to strengthening transition arrangements through application to take part in Principles into Practice enhanced Trial with Scottish Transitions Forum and Scottish Government.  Council continues to contribute to funding to demographic cost pressures.	30/11/2020 Ongoing	4	2	8	Chief Officer HSCP

5.3	11	С	In-House Care at Home	Service					•				
			Significant pressures and lack of service capacity (vacancies and absence) impacts on service delivery and quality standards Impact on service users and carers Reputational risk to HSCP and Council Risk of enforcement action should we fail to meet the Care Inspectorate requirements.	Ongoing transfer of some packages to external providers to ensure capacity.  Increased resource to support robust absence management.  Recruitment campaign complete - additional care at home staff recruited.  Medication policy in place.  Medication management training embedded in rolling training programme.  Oversight Board chaired by Chief Executive established.  Improvement Task Force overseeing phase 2 of improvement activity reestablished.  Regular updates being provided to CI  Performance management of reviewing activity in place through weekly reporting.  Co-location during Covid-19 to Care at Home Hub has had Positive impact on relationships and performance.  Embedded full time Pharmacy resource within the service (Jul-20).  Permanent Registered Manager commenced in post (Aug-20).  Increased level of quality assurance in place.	3	4	12	Roll out medication management training to remaining staff.  Arrangements for singular base for Care at Home to be agreed (and allow for resolution of longstanding telecommunication issues for the service).  Re-mobilise the service redesign activity.	31/12/2020 31/12/2020	2	3	6	Chief Officer HSCP
		N	Failures within IT System						1		l		
			Critical information not been received due to failures in IT system	Specific email addresses can be added to whitelist if required.  Emails can be manually released.	3	2	6	Conclusion of ICT Clearswift Review (Phase 2) on the	ТВС	2	2	4	IT Business Partner

Emails from outside the East Renfrewshire domain have been blocked or receipt failed due to ERC and 3rd party technical system issues.	Analysis completed of referral source and destination mapping, to ensure information can be shared with ICT mailboxes and specific senders / emails prioritised, should an issue arise.  Phase 1 of ICT Clearswift Review (looking at setup of rules and configuration within the email gateway solution) concluded 14.4.20 with changes to rules that should reduce some of the technical complexity with regards to email blocking.				Clearswift Gateway infrastructure.					
Emergence of a pandemic disease with potential to significantly impact our workforce, supply chain, demand for and availability of services, IT, accommodation, and resultant impact on financial and service planning.	Business Continuity and Operational Recovery Plans are in place.  HSCP represented at local and national groups as well as integral part of our partners (ERC & NHSGGC) response and recovery.  Weekly care home staff testing and surveillance testing if residents with daily calls to oversee.  Resilience Management Team established (currently stood down) although regular sit rep reporting remains in place.  Agile working capability for majority of staff.  Recovery Steering Group established with 7 key workstreams; Governance, Accommodation, Workforce, Partner Organisations, IT, PPE and Change Programme.  Interim ASP Team established and core group of staff identified to oversee CP and MAPPA statutory functions.	4	3	12	Further scoping of accommodation and resource requirements in relation to adult vaccinations over the winter period.  Reintroduction of services as outlined in Operational Recovery Plan linked to the Scottish Government Routemap. This includes planned changes to accommodation and activity supported by recovery plans.  Regular sit rep reporting identifies changes in response and recovery and identifies escalations.  Weekly recovery meeting to review progress.  SMT focus on recovery.	Ongoing Ongoing Ongoing Ongoing Ongoing	3	3	9	

		Risk assessment and shielding pathways									
		and procedures in place to identify and									
		support our most vulnerable people.									
		Increased awareness raising/ campaigns									
		for vulnerable groups.									
		Increased communication and									
		intelligence sharing with partners other									
		statutory bodies implemented.									
		Ongoing engagement and reporting with									
		partner providers including supporting Care Homes.									
		Care nomes.									
		Revised Initial Contact Team procedures									
		to alleviate pressures at 'front door'.									
		The another pressures at mone agon.									
		Redeployment of staff to support critical									
		functions.									
		Infection control procedures and									
		arrangements for PPE in place. PPE Lead									
		linking with local partner groups and									
		national Hub working group.									
		Monthly Covid-19 cost monitoring									
		informs our revenue reporting as well as									
		reporting to the Scottish Government									
		through NHSGGC.									
		All operating procedures and									
		accommodation for Community									
		Assessment Centre (currently closed)									
		but clinical space being maintained.									
		but similar space semig maintainear									
N	ANALOGUE TO DIGITAL	SWITCHOVER									
	Vulnerable adults left	Programme board established and				Programme board to ensure a					
	without access to	programme team currently being				functional central system					
	Telecare as a means of	recruited to take forward the transition	3	3	9	capable of handling digital		2	3	6	
	support due to	to analogue to digital.		,	7	technology is implemented in	31/03/2022		3	J	
	accelerated switch					suitable timeframe.					
	from analogue to										

	digital phone lines and	HSCP representation on programme		There is a Capital Project with			
	associated financial	board.		our partner East Renfrewshire			
	implications.			Council to manage			
		Analogue to digital implementation		replacement of analogue			
		plan.		devices and peripherals within			
				people's houses.			