



Clerk and Standards Officer:
Roger Mennie
Head of Democratic and Legal
Services
Dundee City Council

City Chambers
DUNDEE
DD1 3BY

21st May, 2019

TO: ALL MEMBERS, ELECTED MEMBERS AND OFFICER
REPRESENTATIVES OF THE PERFORMANCE AND
AUDIT COMMITTEE OF DUNDEE CITY HEALTH AND
SOCIAL CARE INTEGRATION JOINT BOARD
(See Distribution List attached)

Dear Sir or Madam

PERFORMANCE AND AUDIT COMMITTEE

I would like to invite you to attend a meeting of the above Committee which is to be held in Committee Room 1 on Tuesday, 28th May, 2019 at 2.00 pm.

Apologies for absence should be intimated to Arlene Hay, Committee Services Officer, on telephone 01382 434818 or by e-mail arlene.hay@dundeecity.gov.uk.

Yours faithfully

DAVID W LYNCH
Chief Officer

AGENDA

1 APOLOGIES FOR ABSENCE

2 DECLARATION OF INTEREST

Members are reminded that, in terms of the Integration Joint Board's Code of Conduct, it is their responsibility to make decisions about whether to declare an interest in any item on this Agenda and whether to take part in any discussions or voting.

3 PERFORMANCE AND AUDIT COMMITTEE – MEMBERSHIP

(a) REGISTERED MEDICAL PRACTITIONER NOT PROVIDING PRIMARY MEDICAL CARE SERVICES

Reference is made to Article V(a) of the minute of meeting of the Integration Joint Board held on 29th March, 2019, wherein it was noted that Dr James Cotton had replaced Dr Cesar Rodriguez as a member of the Integration Joint Board. The Committee is asked to note that the Integration Joint Board agreed to appoint Dr James Cotton to the vacant position on the Committee as a result of the change in membership.

(b) VOTING MEMBER

Reference is made to Article V(b) of the minute of meeting of the Integration Joint Board held on 29th March, 2019, wherein it was noted that Professor Nic Beech had replaced Dr Norman Pratt as a voting member on the Integration Joint Board. The Committee is asked to note that the Integration Joint Board agreed to appoint Professor Nic Beech to the vacant position on the Committee as a result of Dr Norman Pratt no longer being a member of the Integration Joint Board as of 31st March, 2019.

(c) CARERS REPRESENTATIVE APPOINTMENT

Reference is made to Article V(c) of the minute of meeting of the Integration Joint Board held on 29th March, 2019, wherein it was noted that Martyn Sloan, Carers Representative on the Integration Joint Board had requested he be appointed to the membership of the Performance and Audit Committee in the capacity of carers representative. The Committee is asked to note that the Integration Joint Board agreed to the appointment of Martyn Sloan as a member of the Committee in the capacity as carers representative.

4 MINUTE OF PREVIOUS MEETING - Page 1

The minute of previous meeting of the Committee held on 25th March, 2019 is attached for approval.

5 DUNDEE INTEGRATION JOINT BOARD INTERNAL AUDIT ARRANGEMENTS 2019/20 (PAC24-2019)

Dundee IJB's internal audit services for 2018/19 were provided through a partnership approach between FTF Audit and Management Services and Dundee City Council's internal audit service. The Chief Internal Auditor from FTF is appointed to this same role within the IJB. This arrangement has been agreed on an annual basis through the IJB and the Performance and Audit Committee since the inception of the IJB in 2016/17. In order to support consistency in approach and continue the good partnership working between NHS Tayside's and Dundee City Council's internal audit services it is recommended that this arrangement is continued for 2019/20.

The Performance and Audit Committee is asked to approve these arrangements for 2019/20.

6 GOVERNANCE ACTION PLAN PROGRESS REPORT - Page 5

(Report No PAC19-2019 by the Chief Finance Officer, copy attached).

7 TRANSFORMATION AND SERVICE REDESIGN INTERNAL AUDIT REPORT - ACTION PLAN - Page 21

(Report No PAC20-2019 by the Chief Finance Officer, copy attached).

8 PERFORMANCE AGAINST HOUSING CONTRIBUTION STATEMENT 2016-2021 - Page 27

(Report No PAC21-2019 by the Head of Service, Finance and Strategic Planning, copy attached).

9 DUNDEE INTEGRATION JOINT BOARD INTERNAL AUDIT PLAN PROGRESS REPORT - Page 39

(Report No PAC22-2019 by the Chief Finance Officer, copy attached).

10 MEETING OF PERFORMANCE AND AUDIT COMMITTEE 2019 – ATTENDANCES (PAC23-2019) - Page 43

A copy of the attendance return for meetings of the Performance and Audit Committee held over 2019 is attached for information.

11 DATE OF NEXT MEETING

The next meeting of the Committee will be held in Committee Room 1, 14 City Square, Dundee on Tuesday, 30th July, 2019 at 2.00 pm.

PERFORMANCE AND AUDIT COMMITTEE
PUBLIC DISTRIBUTION LIST

(a) DISTRIBUTION – PERFORMANCE AND AUDIT COMMITTEE

(* - DENOTES VOTING MEMBER)

<u>Role</u>	<u>Recipient</u>
Elected Member (Chair)	Councillor Ken Lynn *
Elected Member	Bailie Helen Wright *
Non Executive Member	Jenny Alexander *
Non Executive Member	Nic Beech*
Chief Officer	David W Lynch
Chief Finance Officer	Dave Berry
Registered medical practitioner employed by the Health Board and not providing primary medical services	James Cotton
Chief Social Work Officer	Jane Martin
Chief Internal Auditor	Tony Gaskin
Staff Partnership Representative	Raymond Marshall
Person providing unpaid care in the area of the local authority	Martyn Sloan

(b) DISTRIBUTION – FOR INFORMATION ONLY

<u>Organisation</u>	<u>Recipient</u>
NHS Tayside (Chief Executive)	Chief Executive
Dundee City Council (Chief Executive)	David R Martin
Dundee City Council (Head of Democratic and Legal Services)	Roger Mennie
Dundee City Council (Members' Support)	Jayne McConnachie
Dundee City Council (Members' Support)	Dawn Clarke
Dundee City Council (Members' Support)	Fiona Barty
Dundee City Council (Members' Support)	Sharron Wright
Dundee City Council (Communications rep)	Steven Bell
Dundee Health and Social Care Partnership	Diane McCulloch
Dundee Health and Social Care Partnership	Kathryn Sharp
NHS Tayside (Communications rep)	Jane Duncan
NHS Fife (Internal Audit) (Principal Auditor)	Judith Triebs
NHS (PA to Tony Gaskin)	Carolyn Martin
Audit Scotland (Senior Audit Manager)	Bruce Crosbie
Dundee University (PA to Nic Beech)	Lynsey McIrvine

ITEM No ...4.....

At a MEETING of the **PERFORMANCE AND AUDIT COMMITTEE OF THE DUNDEE CITY HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD** held at Dundee on 25th March, 2019.

Present:-

<u>Members</u>	<u>Role</u>
Ken LYNN (Chairperson)	Nominated by Dundee City Council (Elected Member)
Helen WRIGHT	Nominated by Dundee City Council (Elected Member)
Dave BERRY	Chief Finance Officer
David W LYNCH	Chief Officer
Jane MARTIN	Chief Social Work Officer
Tony GASKIN	Chief Internal Auditor

Non-members in attendance at the request of the Chief Finance Officer:-

Stephen HALCROW	Dundee Health and Social Care Partnership
Clare HARPER	Dundee Health and Social Care Partnership
Diane McCULLOCH	Dundee Health and Social Care Partnership
Kathryn SHARP	Dundee Health and Social Care Partnership
Sheila WEIR	Dundee Health and Social Care Partnership
Anne Marie MACHAN	Audit Scotland
Ewan ROBERTSON	Audit Scotland

Councillor Ken LYNN, Chairperson, in the Chair.

I APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of:-

Jenny ALEXANDER, Nominated by Health Board (Non Executive Member)
 Norman PRATT, Nominated by Health Board (Non Executive Member)
 Raymond MARSHALL, Staff Partnership Representative
 Cesar RODRIGUEZ, Registered Medical Practitioner (not providing primary medical services).

II DECLARATION OF INTEREST

No declarations of interest were made.

III MINUTE OF PREVIOUS MEETING

The minute of meeting of the Committee held on 12th February, 2019 was submitted and approved.

IV READMISSIONS PERFORMANCE ANALYSIS

There was submitted Report No PAC10-2019 by the Chief Finance Officer providing assurance to Committee that in-depth analysis of readmissions performance had been provided to relevant professionals and groups in order to support improvement.

The Committee agreed:-

- (i) to note the content of the report and the analysis of readmissions as outlined in Section 5 and Appendix 1 of the report;
- (ii) to request that the Unscheduled Care Board consider the findings of the analysis with a view to further informing operational decision making and improvement actions;
- (iii) to request that the Home and Hospital Transitions Group further considers the local variation in readmission rates with a view to developing targeted responses to reduce variation; and

- (iv) that further analysis would be carried out using available benchmarking information and be reported back to Committee in July.

V STANDARDISED LOCALITY PERFORMANCE ANALYSIS

There was submitted Report No PAC12-2019 by the Chief Finance Officer providing assurance to Committee that analytical work was being undertaken to better understand variation in performance against the National Health and Wellbeing Indicators across Local Community Planning Partnerships (LCPP) and to share emerging findings for initial analytical work.

The Committee agreed:

- (i) to note the content of the report and the analysis of locality performance which was attached as an Appendix to the report;
- (ii) to note the findings of initial analysis of LCPP performance when standardised for deprivations, sex and age as outlined in Sections 4.7, 4.8 and Appendix 1 of the report;
- (iii) to note the next steps to be undertaken to better understand and build upon the initial analysis outlined at Section 4.9 of the report;
- (iv) to instruct the Chief Finance Officer to provide an update on locality performance to Committee no later than 30th September, 2019; and
- (v) to remit the Chief Finance Officer to arrange for the analysis to be shared with LCPPs and Chairs of the Dundee Partnership Executive Boards.

VI LOCAL GOVERNMENT BENCHMARKING FRAMEWORK – 2017/18 PERFORMANCE

There was submitted Report No PAC13-2019 by the Chief Finance Officer informing Committee of the Performance of Dundee Health and Social Care Partnership towards the social care indicators in the Local Government Benchmarking Framework (LGBF) for the financial year 2017/2018 and to approve the proposed targets for future ranking.

The Committee agreed:-

- (i) to note the performance detailed in the report and Appendix 1 of the report;
- (ii) to approve the proposed targets for future rank set out in Table 1 – Appendix 1 and described in Section 4.6 of the report; and
- (iii) to note that the LGBF performance information would be published on the Dundee City Council website.

VII DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP SUMMARY PERFORMANCE REPORT – 2018/19 QUARTER 3

There was submitted Report No PAC14-2019 by the Chief Finance Officer updating the Committee on 2018/19 Quarter 3 Performance against the National Health and Wellbeing Indicators and 'Measuring Performance Under Integration' interim targets.

The Committee agreed:-

- (i) to note the content of the report;

- (ii) to note the performance of Dundee Health and Social Care Partnership, at both Dundee and locality levels, against the National Health and Wellbeing Indicators as summarised in Appendix 1 – Tables 1, 3 and 4 and Section 6 of the report; and
- (iii) to note the performance of Dundee Health and Social Care Partnership against the 'Measuring Performance Under Integration' interim targets as summarised in Appendix 1 – Table 2.

VIII GOVERNANCE ACTION PLAN

There was submitted Report No PAC15-2019 by the Chief Finance Officer considering a proposed Governance Action Plan to enable the Committee to regularly monitor progress in implementing agreed actions arising from internal and external audit recommendations.

The Committee agreed:-

- (i) to note and approve the proposed Governance Action Plan as outlined in Appendix 1 of the report; and
- (ii) to remit the Chief Finance Officer to present an update progress report to each Committee meeting.

IX AUDIT SCOTLAND – ANNUAL AUDIT PLAN 2018/19

There was submitted Report No PAC16-2019 by the Chief Finance Officer noting and approving the proposed Dundee Integration Joint Board (IJB) Annual Audit Plan 2018/2019 as submitted by the IJB's appointed External Auditor (Audit Scotland).

The Committee agreed:-

- (i) to note the content of the report; and
- (ii) to approve the proposed Audit Plan for 2018/2019 as submitted by Audit Scotland attached as Appendix 1 to the report.

X DUNDEE INTEGRATION JOINT BOARD INTERNAL AUDIT PLAN PROGRESS REPORT

There was submitted Report No PAC18-2019 by the Chief Finance Officer providing the Committee with a progress update in relation to the current Internal Audit Plan.

The Committee agreed to note the continuing delivery of the 2018/2019 plan as outlined in the report.

XI MEETING OF PERFORMANCE AND AUDIT COMMITTEE 2019 – ATTENDANCES

There was submitted Agenda Note PAC17-2019 providing a copy of the attendance return for meetings of the Performance and Audit Committee held over 2019.

The Committee noted the position as outlined.

XII DATE OF NEXT MEETING

The Committee noted that the next meeting would be held in Committee Room 1, 14 City Square, Dundee on Tuesday, 28th May, 2019 at 2.00 pm.

Ken LYNN, Chairperson.

ITEM No ...6.....



REPORT TO: PERFORMANCE AND AUDIT COMMITTEE – 28 MAY 2019

REPORT ON: GOVERNANCE ACTION PLAN PROGRESS REPORT

REPORT BY: CHIEF FINANCE OFFICER

REPORT NO: PAC19-2019

1.0 PURPOSE OF REPORT

The purpose of this report is to provide the Performance and Audit Committee with an update on the progress of the actions set out in the Governance Action Plan.

2.0 RECOMMENDATIONS

It is recommended that the Performance and Audit Committee (PAC):

- 2.1 Notes the progress made in relation to the actions set out in the Governance Action Plan as outlined in Appendix 1.

3.0 FINANCIAL IMPLICATIONS

None.

4.0 MAIN TEXT

- 4.1 The Governance Action Plan was presented and approved at the PAC meeting of the 25th March 2019 (Article VIII of the minute of the meeting refers) in response to a recommendation within Dundee Integration Joint Board's Annual Internal Audit Report 2017/18. This action plan enables the PAC to regularly monitor progress in implementing actions and understands the consequences of any non-achievement or slippage in strengthening its overall governance arrangements. The PAC remitted the Chief Finance Officer to present an update progress report to each PAC meeting. The progress of the actions is noted in Appendix 1.

5.0 POLICY IMPLICATIONS

This report has been screened for any policy implications in respect of Equality Impact Assessment and Risk Management. There are no major issues.

6.0 RISK ASSESSMENT

This report has not been subject to a risk assessment as it relates to the development of an action plan in line with the findings of the Annual Internal Audit Report.

7.0 CONSULTATIONS

The Chief Officer, Chief Internal Auditor and the Clerk were consulted in the preparation of this report.

8.0 BACKGROUND PAPERS

None.

Dave Berry
Chief Finance Officer

DATE: 23 May 2019

Narrative shown in Italics denotes updated position from previous plan

Performance and Audit Committee Report	Audit Recommendation	Agreed Action	Original Action By/Date	Red: Behind Schedule Amber: In Progress Green : Complete	Remedial Action/Comments	Revised Target Completion Date
Dundee Integration Joint Board Clinical, Care and Professional Governance Internal Audit Review <i>(PAC9-2018) 13th February 2018</i>	<p>A review should be undertaken to establish or update the remits of the PAC, R2 and Forum in relation to clinical and care governance.</p> <p>The remits should set out reporting lines and be translated into annual work plans for each group.</p> <p>This should ensure reports, both for the purpose of assurance as well as for implementation or delivery, go to the most appropriate group.</p>	<p>Undertake review as outlined in the Audit Recommendations, setting out the remits of the PAC, R2 and Forum, and the reporting lines between all three.</p> <p>This process should also be followed for the Mental Health Governance Group to ensure appropriate lines of communication into the DHSCP governance processes.</p>	<p>Lead Allied Health Professional (Forum)</p> <p>Clinical Director (R2)</p> <p>Chief Finance Officer (PAC)</p> <p>Associate Nurse Director - Mental Health and Learning Disabilities</p> <p>31 March 2018</p>	RED	<i>Review commenced on initial paper setting out reporting decision making arrangements presented to the DHSCP Management meeting. Review of Terms of Reference to be updated to reflect agreement</i>	<i>September 2019</i>
	A particular focus should be given to the level and nature of data to be provided at each level. This should include consideration of the fact that groups may need related	Produce (review) Terms of Reference to define the governance arrangements including clear reporting between each group.	<p>Lead Allied Health Professional / Head of Service, Health and Community Care</p> <p>31 March 2018</p>	GREEN		N/A

Performance and Audit Committee Report	Audit Recommendation	Agreed Action	Original Action By/Date	Red: Behind Schedule Amber: In Progress Green : Complete	Remedial Action/Comments	Revised Target Completion Date
	information to provide context and allow triangulation.					
Dundee Integration Joint Board Clinical, Care and Professional Governance Internal Audit Review (PAC9-2018) 13 th February 2018	In addition to the 6 domains of clinical and care governance across delegated services, this review of remits needs to give consideration to: - Hosted services - Information Governance - Care Commission reports - Risk	Clarify and agree datasets and information to be presented at each group and associated timescales to ensure coordination of governance process.	Lead Allied Health Professional / Head of Service, Health and Community Care 30 June 2018	AMBER	<i>Review of the decision making group has included confirmation of the information to be presented to the R2 CCPG Group. A draft reporting template is being prepared for submission to the CCP Forum. Discussions to continue around hosting arrangements</i>	September 2019
	It is recommended that any new arrangements be considered and approved by the IJB or a nominated Committee/group.	The IJB will formally request that the Chair of the R1 Group advise the IJB of performance of R1 and any new arrangements to be implemented. Chief Officer of DIJB to clarify reporting arrangements between R1 and IJB.	Chief Officer Lead Allied Health Professional / Head of Service, Health and Community Care 31 July 2018 (To allow time for R1 meetings to run)	AMBER	<i>Working group established at Tayside level which will support and clarify reporting arrangements.</i>	September 2019

Performance and Audit Committee Report	Audit Recommendation	Agreed Action	Original Action By/Date	Red: Behind Schedule Amber: In Progress Green : Complete	Remedial Action/Comments	Revised Target Completion Date
		Regular representation at the R1 and CQF will be provided from the R2 Group.				
Dundee Integration Joint Board Clinical, Care and Professional Governance Internal Audit Review (PAC9-2018) 13 th February 2018	Work undertaken to map out the assurance routes for the key domains should be further augmented by a mapping to the functions set out in the Appendix to the Integration Scheme, setting out all delegated functions, with priority given to the areas of highest importance/risk.	Integration scheme delegated functions will be mapped to ensure forum membership reflects the breadth of delegated functions. Service reports and performance data will reflect the breadth of the delegated functions ensuring that reports to the IJB also reflect the breadth of the delegated functions.	Lead Allied Health Professional / Head of Service, Health and Community Care 30 April 2018	AMBER	<i>Programme reporting covering all services will all be completed by June 2019.</i> <i>Schedule of services confirmed and membership extended to ensure all areas are considered by the R2 group</i>	June 2019
	Work should be undertaken on establishing a consistent assurance appetite to ensure that the level of assurance received is consistent across all clinical and care governance domains	Review work of R2 and Forum reporting arrangements and risk management against governance principles (Appendix A) and amend and adopt new approaches as required.	Lead Allied Health Professional / Head of Service, Health and Community Care 30 June 2018	GREEN AMBER	Review work completed – considered and reflected within review of terms of reference. Work continues to progress the reporting	September 2019

Performance and Audit Committee Report	Audit Recommendation	Agreed Action	Original Action By/Date	Red: Behind Schedule Amber: In Progress Green : Complete	Remedial Action/Comments	Revised Target Completion Date
	<p>across all services commensurate with the level of risk each represents (e.g. an understanding of falls might be equally appropriate in both hospital and community care settings).</p> <p>Agreed levels of reporting should be reviewed against the governance principles appended to this report.</p>	Further work will be done with the reporting templates to refine areas of common risk across the HSCP to support identification and mitigation of identified risks.			arrangements but not yet complete – revised timescale of end of September 2019	
Dundee Integration Joint Board Workforce Internal Audit Review (PAC8-2018) 27 th March 2018	<p>Work to fully implement the actions in the Workforce and Organisational Development Strategy should continue with regular reporting on progress towards implementation being submitted to the IJB.</p> <p>In addition, Locality Managers should strive towards ensuring that the</p>	<p>The DH&SCP management team fully recognises the need to ensure the vision and objectives of the Workforce and Organisational Development Strategy become embedded within the partnership and acknowledged that this is a fundamental element of the partnership's</p>	<p>Head of Health and Community Care / Head of Finance and Strategic Planning</p> <p>August 2018</p>	RED	<i>Review of Workforce and Organisational development strategy as companion document to the review of Strategic Plan. Updated strategy to be presented to the August IJB meeting therefore actions will be taking forward from then.</i>	December 2019

Performance and Audit Committee Report	Audit Recommendation	Agreed Action	Original Action By/Date	Red: Behind Schedule Amber: In Progress Green : Complete	Remedial Action/Comments	Revised Target Completion Date
	DH&SCP culture becomes fully embedded. Engaging staff in developing and maintaining the partnership culture as well as sharing and embedding the guiding principles should assist with this.	continued development. Implementing in full the actions in the Strategy has been identified by the operational management team as one of the key actions to be delivered over the next 6 months.				
Dundee Integration Joint Board Workforce Internal Audit Review (PAC8-2018) 27 th March 2018	Consideration should be given to developing a formal Service Level Agreement (SLA) detailing all key corporate support services to be provided to the DH&SCP by Dundee City Council and NHS Tayside. The service provided should be regularly reviewed along with the SLA to ensure that the defined support is being	The DHSCP Management Team continues to monitor the level of support being provided to the IJB from NHS Tayside and Dundee City Council on an informal basis and responds to the organisations in relation to shortfalls in service provision accordingly. Given the current stage in the partnership's development, with	Head of Finance and Strategic Planning August 2018	RED	Current level of resources have not enabled progress to be made. Proposals for enhanced IJB support functions being developed within the H&SCP to assist taking this and other governance issues forward.	December 2019

Performance and Audit Committee Report	Audit Recommendation	Agreed Action	Original Action By/Date	Red: Behind Schedule Amber: In Progress Green : Complete	Remedial Action/Comments	Revised Target Completion Date
	<p>provided and the SLA continues to be appropriate. Alternatively, in the absence of a SLA, specific details regarding the types and level of support expected should be clearly documented and formally agreed by senior management at the DH&SCP, Dundee City Council and NHS Tayside.</p> <p>In addition, regular reports on the support service requirements should be provided to the IJB.</p>	greater knowledge and awareness of what the partnership needs to support its business, the service will progress with its partners, a more formal statement of the expected level of support which can subsequently be monitored and report to the IJB.				
Dundee Integration Joint Board Workforce Internal Audit Review (PAC8-2018) 27 th March 2018	Future workforce plans for DH&SCP should include plans for all areas of delegated responsibility, tailored to deliver the relevant elements of the Strategic Plan.	As DH&SCP continues to evolve, with the continued development of integrated locality based services and redesign of services, the shape and mix of the workforce required to deliver on	Head of Health and Community Care / Head of Finance and Strategic Planning August 2018	RED	Updated Workforce and Organisational Development Plans will be presented to the IJB in August 2019	August 2019

Performance and Audit Committee Report	Audit Recommendation	Agreed Action	Original Action By/Date	Red: Behind Schedule Amber: In Progress Green : Complete	Remedial Action/Comments	Revised Target Completion Date
	Plans should take account of demand for and availability of staff to maximise the use of resources within the DH&SCP.	<p>the IJB's strategic objectives is becoming clearer and will be reflected in future integrated workforce plans.</p> <p>While acknowledging that further national guidance is awaited on this matter, the first integrated workforce plan will be developed over the next 6 months.</p>				
Action Plan in Response to the Services for Older People (Edinburgh) Inspection Report (PAC 29-2018) 29 th May 2018	Action Plan was requested by the PAC in relation to lessons learned from the Edinburgh inspection and what improvements would be required in Dundee.	A wide range of actions are reflected in this detailed action plan therefore it is not feasible to reflect in this plan – a separate update report will be provided at the May 2019 PAC.	Various with latest timescales for completed action identified as March 2019.	RED	Report will now be presented to the July 2019 PAC meeting	July 2019
Risk Management Action Plan (PAC8-2019) 12 th February 2019	Action Plan was required to respond to the findings of the Risk Maturity Assessment presented to the PAC on the 25 th September 2018.	A wide range of actions are reflected in this detailed action plan therefore it is not feasible to reflect in this plan. A separate update report will be provided to the	Chief Finance Officer September 2019	AMBER	Discussions held between risk management functions of Dundee City Council and NHS Tayside to agree way forward for actions	September 2019

Performance and Audit Committee Report	Audit Recommendation	Agreed Action	Original Action By/Date	Red: Behind Schedule Amber: In Progress Green : Complete	Remedial Action/Comments	Revised Target Completion Date
		September 2019 PAC meeting as agreed.				
Transformation and Service Redesign Internal Audit Report (PAC9-2019) 12 th February 2019	Range of recommendations arising from the report.	Chief Finance Officer to provide an action plan in response to the issues raised within the report to be held on 28 th May 2019.	Chief Finance Officer May 2019	GREEN	Action Plan presented on agenda for meeting on 29 th May 2019	n/a
2017/18 Annual Internal Audit Report – Action Plan Update (PAC7-2019) 12 th February 2019	Review of Action Plan developed to respond to the range of areas for improvement arising from the IJB's 2017/18 Annual Internal Audit Plan.	Wide range of actions detailed in the action plan. Chief Finance Officer to provide an update to the PAC by June 2019 outlining the status of the outstanding actions.	Not Applicable			
The following reflects the detail of this action plan	Clarification of deputising arrangements for the Chief Officer to be presented to the IJB.	Agreement to be reached between Chief Executives of Dundee City Council and NHS Tayside.	Revised February 2019	RED	Discussion to be held between Chief Executives	July 2019
	Consideration should be given to providing the IJB with reporting on workforce issues including the Workforce and Organisational Development Strategy as well as the partnership forum.	Complete review of Workforce and Organisational Development Strategy and provide update to IJB. Consider frequency and content of update report of activities of	Revised April 2019	RED	Updated Workforce and Organisational Development Plans will be presented to the IJB in August 2019	August 2019

Performance and Audit Committee Report	Audit Recommendation	Agreed Action	Original Action By/Date	Red: Behind Schedule Amber: In Progress Green : Complete	Remedial Action/Comments	Revised Target Completion Date
		Staff Partnership Forum.				
<i>The following reflects the detail of this action plan</i>	Developments in relation to clinical and care governance should take into account the Social Work Scotland guidance document on Governance for quality social care in Scotland.	To be tabled as agenda item for Clinical and Care Governance Group for progressing.	Revised March 2019	GREEN	Taken into account as part of review of terms of reference.	n/a
	Consideration should be given to arrangements required by the IJB to comply with Freedom of Information and Public Records legislation.	Review current arrangements in place across the IJB/NHS Tayside and Dundee City Council to determine if they are effective in meeting the IJB's statutory requirements.	Revised April 2019	RED	<i>Self-assessment of arrangements in place deemed to be satisfactory. Further discussion to be arranged with statutory partners to ensure all parties satisfied that requirements being met</i>	<i>August 2019</i>
	Development of Large Hospital Set Aside arrangements in conjunction with the Scottish Government, NHS Tayside and Angus and Perth and Kinross Integration Joint Boards.	Work progressing with NHS Tayside in association with the 3 Tayside IJB Chief Finance Officers and Scottish Government to conclude the methodology or determining and	Revised - March 2019	RED	<i>Value of Large Hospital Set Aside agreed for inclusion in 2018/19 Annual Accounts. Given the need for agreement across Tayside between 3 IJB's and NHS Tayside,</i>	<i>December 2019</i>

Performance and Audit Committee Report	Audit Recommendation	Agreed Action	Original Action By/Date	Red: Behind Schedule Amber: In Progress Green : Complete	Remedial Action/Comments	Revised Target Completion Date
		monitoring the Large Hospital Set Aside to inform commissioning decisions as set out within the legislation.			<i>timescale revised accordingly</i>	
<i>The following reflects the detail of this action plan</i>	Implementation of an action points update to each meeting of the IJB and PAC in addition to an annual work plan to be agreed for both meetings.	To be developed as suggested and implemented with effect from the October 2018 IJB meeting (subsequently revised to April).	Revised April 2019	GREEN	<i>IJB and PAC minutes now reflect range of actions.</i>	<i>n/a</i>
	Development of improved Hosted Services arrangements around risk and performance management for hosted services.	Current hosted services arrangements subject to discussion across the 3 Tayside Chief Officers and Chief Finance Officers. Proposal to be brought forward to IJB and PAC before the end of the financial year.	Revised June 2019	RED	<i>Discussions ongoing with neighbouring IJB's re responsibilities around hosting arrangements.</i>	<i>December 2019</i>
	Development of an overall Governance Action Plan to progress previous	To be developed as suggested.	Revised March 2019	GREEN	<i>n/a</i>	<i>n/a</i>

Performance and Audit Committee Report	Audit Recommendation	Agreed Action	Original Action By/Date	Red: Behind Schedule Amber: In Progress Green : Complete	Remedial Action/Comments	Revised Target Completion Date
	recommended areas for improvement.					
<i>The following reflects the detail of this action plan</i>	Development of regular IJB and PAC member induction and development process.	To be developed as suggested.	Revised June 2019	RED	<i>To be included as part of Workforce and OD strategy to be presented to the IJB in August 2019</i>	<i>August 2019</i>
	Further develop the Integration Joint Board's local Code of Governance.	To be developed as suggested.	Revised April 2019	RED	<i>Clerk to the Board developing arrangements in conjunction with Chief Finance Officer.</i>	<i>August 2019</i>
	Present the governance principles adopted by the Health and Social Care Partnership.	To be presented to the February 2019 IJB meeting.	Revised April 2019	GREEN	<i>Report DIJB17-2019 presented to the April IJB noting progress being made and requesting that Dundee City Council and NHS Tayside agree the principles as they apply to Dundee Integration Joint Board. Report to come back to IJB once agreed by both parties</i>	n/a
	Development of multi-year financial plan as part of the review of the Strategic and Commissioning Plan.	Development of multi-year financial plan to be part of the budget setting process for 2019/20 and beyond which will reflect and	March 2019	GREEN	<i>Incorporated within the review of the Strategic and Commissioning Plan. Will also be reflected in the IJB's final</i>	

Performance and Audit Committee Report	Audit Recommendation	Agreed Action	Original Action By/Date	Red: Behind Schedule Amber: In Progress Green : Complete	Remedial Action/Comments	Revised Target Completion Date
		be incorporated into the revised Strategic and Commissioning Plan.			<i>budget setting report to be presented to the June 2019 IJB meeting following receipt of confirmation of delegated budget from NHS Tayside.</i>	
<i>The following reflects the detail of this action plan</i>	Update the Integration Joint Board's Participation and Engagement Strategy.	To be taken forward by the Communication and Engagement Group as part of the review of the Strategic and Commissioning Plan.	Revised June 2019	AMBER	Delivering the Strategic Plan is the priority with the Communication and Engagement Strategy a key companion document to the plan – this will be presented to the June IJB meeting.	
	Develop Scheme of further delegation in relation to delegated services to the Integration Joint Board.	To be developed as suggested.	Revised April 2019	GREEN	<i>Report 16-2019 presented to the April IJB meeting</i>	n/a
	Clarify responsibilities and accountabilities around the impact of General Data Protection Regulations (GDPR) legislation with partner bodies.	Update report to be presented to the October IJB meeting.	October 2018	GREEN		n/a

Performance and Audit Committee Report	Audit Recommendation	Agreed Action	Original Action By/Date	Red: Behind Schedule Amber: In Progress Green : Complete	Remedial Action/Comments	Revised Target Completion Date
	Update and enhance the IJB's Risk Management Strategy and further develop the IJB's operational risk register.	To be developed as suggested. Recommendations of the Internal Audit review of Risk Management to be considered and changes made accordingly.	March 2019 (<i>should have been September 2019 in line with Risk Management Action Plan</i>)	AMBER	<i>Discussions held between risk management functions of Dundee City Council and NHS Tayside to agree way forward for actions as set out in Risk Management Action Plan</i>	<i>September 2019</i>
	Further develop performance report information into a delivery plan framework to ensure IJB fulfils its remit in delivering the direction of travel within the Strategic Commissioning Plan.	To be taken forward by the Strategy and Performance Team, aligned with the review of the Strategic and Commissioning Plan.	Revised July 2019	AMBER	Will form part of revised performance monitoring reporting into 2019/20 following approval of revised Strategic and Commissioning Plan.	



REPORT TO: PERFORMANCE AND AUDIT COMMITTEE – 28 MAY 2019

REPORT ON: TRANSFORMATION AND SERVICE REDESIGN INTERNAL AUDIT REPORT – ACTION PLAN

REPORT BY: CHIEF FINANCE OFFICER

REPORT NO: PAC20-2019

1.0 PURPOSE OF REPORT

The purpose of this report is to consider an action plan to progress the recommendations set out within the recent Internal Audit Review of the Integration Joint Board's (IJB) Transformation and Service Redesign Programme.

2.0 RECOMMENDATIONS

It is recommended that the Performance and Audit Committee (PAC):

- 2.1 Approves the Action Plan at Appendix 1 in response to the Internal Audit Assessment of the Integration Joint Board Transformation and Service Redesign Programme presented to the PAC on 12 February 2019 (Article IX of the minute of the PAC held on 12 February 2019 refers).
- 2.2 Instructs the Chief Finance Officer to provide an update on the action plan to the meeting of the Performance and Audit Committee in September 2019.

3.0 FINANCIAL IMPLICATIONS

None.

4.0 MAIN TEXT

- 4.1 Dundee Integration Joint Board's Internal Audit plan included a review of the IJB's Transformation and Service Redesign Programme arrangements. The resultant report was presented to the PAC at its meeting of the 12th February 2019 (Article IX of the minute of the PAC held on 12 February 2019 refers).
- 4.2 The review assessed the IJB's developing system for prioritisation of service redesign options, the financial impact of these linked to savings plans, stakeholder engagement and project management. In relation to the outcome of the assessment, while the Chief Internal Auditor recognised there had been a conscious effort by management to bring together and coordinate the strands of transformational change, demonstrated in particular through the establishment of the Transformation Delivery Group, they identified a number improvements which should be made to enhance the adequacy and effectiveness of the system currently in place. As a result, the auditor is of the opinion that these arrangements are inadequate and awarded a Category D rating for the review.
- 4.3 A detailed action plan in response to the issues is attached at Appendix 1 to provide the PAC with the assurance that the systems and processes around its Transformation Programme are fit for purpose in the future. An update on progress of the actions identified will be presented to the PAC at its meeting in September 2019.

5.0 POLICY IMPLICATIONS

This report has been screened for any policy implications in respect of Equality Impact Assessment and Risk Management. There are no major issues.

6.0 RISK ASSESSMENT

This report has not been subject to a risk assessment as it relates to the development of an action plan in line with the findings of the Annual Internal Audit Report.

7.0 CONSULTATIONS

The Chief Officer, Chief Internal Auditor and the Clerk were consulted in the preparation of this report.

8.0 BACKGROUND PAPERS

None.

Dave Berry
Chief Finance Officer

DATE: 17 May 2019

Appendix 1

DUNDEE INTEGRATION JOINT BOARD TRANSFORMATION PROGRAMME INTERNAL AUDIT REPORT – ACTION PLAN				
Ref	Audit Recommendations	Actions Proposed	Responsible Officer	Timescales
1.	<p>To improve existing review and monitoring arrangements Surrounding progress towards delivery and realisation of the DH&SCP's Transformation Programmes and individual projects contained within them, an overarching record comprising, as a minimum, the following key pieces of information should be introduced and maintained.</p> <p>When developing the overarching record, appropriate consideration should be given to the transformational change programmes in place within Dundee City Council And NHS Tayside. This record, which should be reviewed on a regular basis by key members of staff and groups, including the TDG, should provide users with Implementation status information at a glance.</p> <p>Transformation Programme, along with brief description.</p> <ul style="list-style-type: none"> • List of each transformation project contained within each Programme. • Lead Officer details for each Programme and its projects. • Desired outcomes. • Progress to date towards implementation. • Estimated savings where applicable. 	<p>The existing documentation supporting the Transformation Programme will be enhanced to ensure the areas suggested in the audit recommendation are included along with appropriate implementation status indicators. Performance monitoring will be supported through the use of the Pentane performance monitoring system. This will enable project leads and other stakeholders to track progress of implementation.</p>	<p>Chief Finance Officer / Head of Health and Community Care Services</p>	<p>31st August 2019</p>

2.	<p>Given that the TDG aims to drive delivery and realisation of the Transformation Programme in general and the individual projects within it, it is vital that these meetings are not cancelled and that there is ongoing engagement at the meetings from all relevant individuals and groups. With that in mind, where standing members of the group are not available to attend a meeting, they should ensure that an appropriate substitute attends / makes decisions on their behalf.</p> <p>This requirement should be stipulated in the TDG Terms of Reference, which should be endorsed by the TDG prior to approval by the PAC.</p>	Review of governance meetings and interrelationships has been initiated to ensure the most effective governance routes for policy and decision making. This includes reviewing the clearance route for papers to be presented to the IJB and PAC, Clinical and Care Governance Forum, relationships between strategic planning groups, the ISPG and the subsequent oversight of transformation in line with the Strategic and Commissioning Plan. This will provide more clarity on responsibilities and is likely to result in a rationalisation of meeting structures with the strong possibility that the Transformation Delivery Group will not be required in future.	Dundee Health and Social Care Partnership Management Team	30 th June 2019
2. contd	In order to enhance existing governance arrangements, fulfil the Terms of Reference of the TDG and assist with prioritising resources, regular summary reports on the progress of the Transformation Programme should be prepared by the TDG and submitted to the Performance and Audit Committee for its review. The Terms of Reference of the PAC should be updated to reflect the requirement for the TDG to report to it.	This recommendation will be considered as part of the review noted above.	Dundee Health and Social Care Partnership Management Team	30 th June 2019
3.	Terms of Reference documents should be developed / reviewed for all groups that impact on the transformation and service redesign arrangements of the DH&SCP, including the Integrated Strategic Planning Group. These should clearly detail the roles, remits and governance arrangements of the group, who they are required to report to and under what circumstances.	This recommendation will be considered as part of the review noted above, including an assessment of the range and structure of the various client and theme based strategic planning groups. Please note development of terms of reference will take	Dundee Health and Social Care Partnership Management Team	30 th September 2019

	<p>An overarching review of reporting requirements should be carried out in relation to the Transformation Programme.</p> <p>As part of this exercise, clarity should be provided surrounding the groups that transformation proposals should be presented to, the groups / governing bodies and committees (i.e. IJB and Performance and Audit Committee) that should give approval to proceed with those proposals and the groups that require to be copied into proposals for information only.</p>	longer to establish hence the later action by date		
4.	Any reports prepared as part of the Transformation Programme and Transformation Workstreams should specifically include a section on for noting the potential impact of the transformation programme /project on quality and make specific reference to the consideration being given as to the impact on clinical or / social work standards.	The existing documentation supporting the Transformation Programme will be enhanced to ensure the areas suggested in the audit recommendation are included	Chief Finance Officer / Head of Health and Community Care Services	31 st August 2019
5.	To assist with ensuring that efficiency savings can be easily identified, explained and tracked as they progress, sufficient demonstrable evidence, including the methodology and principles applied to arrive at the figures, should be available / retained.	A comprehensive summary of the 2019/20 savings proposals methodology will be developed as part of the final 2019/20 budget development source files	Chief Finance Officer	30 th June 2019
6.	To ensure consistency of approach for IJB transformation projects and assist with ensuring buy in and subsequent achievement of savings, corresponding budgets should be adjusted accordingly in NHS Tayside's general ledger.	This recommendation was implemented in 2018/19 and budget adjustments will be made timeously to the ledger for 2019/20 for those savings identified as being in relation to NHS provided services/expenditure	Chief Finance Officer	30 th June 2019



REPORT TO: PERFORMANCE AND AUDIT COMMITTEE – 28 MAY 2019

REPORT ON: PERFORMANCE AGAINST HOUSING CONTRIBUTION STATEMENT 2016-2021

REPORT BY: HEAD OF SERVICE, FINANCE AND STRATEGIC PLANNING

REPORT NO: PAC21-2019

1.0 PURPOSE OF REPORT

The purpose of this report is to provide an update to the Performance and Audit Committee in relation to the performance that has been achieved to date against the commitments set out in the Housing Contribution Statement 2016 – 2021.

2.0 RECOMMENDATIONS

It is recommended that the Performance and Audit Committee (PAC):

- 2.1 Note the progress that has been made in achieving the priorities and targets set out in the Housing Contribution Statement 2016-2021 (section 4.4 to 4.9 and Appendix 1).
- 2.2 Note that the Housing Contribution Statement is currently being reviewed and is scheduled to be submitted to the Integration Joint Board for approval on 25 June 2019 (section 4.3).

3.0 FINANCIAL IMPLICATIONS

None.

4.0 BACKGROUND

- 4.1 The housing sector has a significant contribution to make to the realisation of national health and social care policies through the provision of housing, housing support and housing management services. Under Section 53 of the Public Bodies (Joint Working) (Scotland) Act 2014 there is a statutory requirement for Integration Joint Boards' Strategic and Commissioning Plans to include a Housing Contribution Statement that outlines the contribution of the local housing sector to achieving the priorities identified within the Plan.
- 4.2 Dundee's first Housing Contribution Statement was agreed in 2016 as one of the suite of companion documents accompanying the Strategic and Commissioning Plan 2016 – 2021. Taking account of the National Health and Wellbeing outcome:

'People, including those with disabilities or long term conditions or who are frail are able to live, as far as reasonably practicable independently and at home or in a homely setting in their community'.

Dundee City Council, Neighbourhood Services and other local housing organisations are specifically committed to working with the Health and Social Care Partnership to:

- 1) Increase the amount of social rented accommodation for those who need it.
- 2) Reduce Homelessness through the provision of Housing Options.

- 3) Increase the amount of Housing Support for those who struggle to maintain their home finance and their general welfare.
- 4) Increase the use of assistive technology.
- 5) Provide adaptations.

As well as supporting the priorities for health and social care contained within the Partnership's Strategic and Commissioning Plan 2016 – 2021, these priorities also reflect the commitments made within the Local Housing Strategy 2013-2018. This report summarises performance to date against each of the five joint priorities listed above. A detailed update against all of the actions from the Local Housing Strategy 2013-2018 that are reflected with the Housing Contribution Statement 2016-2021 is contained within appendix 1.

- 4.3 Following the approval of the Partnership's Strategic and Commissioning Plan 2019-2022 the Housing Contribution Statement is currently being reviewed. This review will take account of the renewed priorities contained within the Plan, as well as the content of the revised Local Housing Strategy 2018-2023. Once approved by the Integration Joint Board the Housing Contribution Statement 2019-2022 will form one of the suite of companion documents to the Strategic and Commissioning Plan.

4.4 Social Rented Accommodation

- 4.4.1 The Local Housing Strategy (LHS) is the key strategic housing document for the city, identifying: housing need, demand; and future investment in housing and related services. One of the most important aspects of LHS is the affordable housing supply element (AHS), which primarily is responsible for the development of additional social rented housing in the city. AHS is facilitated through the Strategic Housing Investment Plan (SHIP). Over the last six years, the LHS and SHIP have collectively been responsible for delivering additional particular needs housing in the city. This type of housing is specifically designed for individuals who require care and support or a physically adapted property; such as a wheelchair accessible house, to live independently. AHS has a particular needs housing target of up-to 30% of the total annual programme.
- 4.4.2 The delivery of the city's affordable housing supply programme, including particular needs housing, is assisted by the Scottish Government's affordable housing grant. Table 1 outlines the total amount of housing grant Dundee received from the Scottish Government over the 2016 – 19 period of the Housing Contribution Statement.

Table 1: City of Dundee Affordable Housing 2015 – 2021

Year	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21		Total
Scottish Govt. Housing Grant	£6.766 (Actual)	£7.329 (Actual)	£12.826 (Actual)	£20.247 (Actual)	£18.173 (Actual)	£19.279 (Actual)		£84.620 (Actual)
No. of Houses	125 (Completions)	138 (Completions)	62 (Completions)	161 (Completions)	89 (Projected)	470 (Projected)		1,045 (Projected)

- 4.4.3 Table 2 outlines Dundee's particular needs housing targets and actual commissions over the Housing Contribution Statement 2016 – 2019 period. All housing commissions are within the social housing rented sector.

Table 2: Particular Needs Housing Targets and Actual Commissions over 2016 – 2019

	Year 2016/17 – 2018/19	Target	Actual
	Service		
1.	Older People Housing with Care*	20	12
2.	Learning Disability**	38	36
3.	Mental Health	28	32
4.	Physical Disability	10	4
5.	Wheelchair Housing	16	49
	Total	112	133
1 – 4	Represents DHSCP Supported Housing Priorities * All Houses are from Existing Social Rented Housing ** Houses Are From Existing and New-Build Social Rented Housing		
5	Represents Dundee's Social Rented Wheelchair Housing Waiting List Priorities		
5	Substantial Increase in Scottish Government Affordable Housing Grant Over 2017/18 - 2018/19, Resulted in Original the Target (16) Being Significantly, Exceeded (49)		
1-5	Targets are Reviewed Annually, Therefore Potentially They May Change		
N.B	DHSCP: Dundee Health and Social Care Partnership		
N.B.	Commissions: Represents Houses That are Either built, Onsite or Have Planning Permission		

4.4.4 With exception of one and four, all other categories of particular needs housing in Table 1 have exceeded their targets. In regard to category five, wheelchair housing, the original housing target has been significantly exceeded. This is due to the substantial increase in Dundee's affordable housing grant provided by the Scottish Government over the 2016 -2019 period. However, underlying demand for wheelchair housing remains significantly in excess of the number of units commissioned.

4.5 Housing Options

4.5.1 The Housing Contribution Statement 2016 – 2021 set out the intention to prevent and reduce homelessness through the provision of Housing Options advice and support; the overall reduction in homeless presentations year on year since 2016 has been 5%.

4.5.2 In 2017/18 49% of Housing Options approaches did not require to use the homeless route, this was against a target of 30%.

4.5.3 The Housing Options commitments in 2016 were specifically to reduce the number of homeless applicants who have children, and to reduce the number of young adults and prisoners presenting as homeless by delivering a range of preventative interventions across the city. Table 3 reflects the performance in these areas.

Table 3: Homeless Presentations Performance

Applicants with Children	Reduction of 0.25%
Young Adults (16 to 26)	Reduction of 23%
Prisoners	Continuing to implement SHORE (Sustainable Housing on Release for Everyone) standards.

- 4.5.4 It is clear that there is very little change in the proportion of people presenting as homeless who have children, however there is significant change observed in the reduction of young adults presenting as homeless. This reduction is likely to be attributed to a whole range of Housing Options advice and support provided, including conflict resolution (where staff engage with families when relationships breakdown and the young adult feels they need to leave home). Conflict resolution has been very effective in resolving issues and preventing the young person presenting as homeless.

4.6 Housing Support

- 4.6.1 Following the commitment made in the Housing Contribution Statement in 2016 to increase the amount of Housing Support for those people who struggle to maintain their home, finances and general welfare, significant developments have been designed that will significantly change the way supports are delivered to different groups of people, including older people and homeless people.
- 4.6.2 Performance against this commitment cannot currently be quantified as these developments are currently in the implementation phase. Redesign of housing support has also been complemented by the introduction of the Lead Professional approach that is designed to support many agencies to work together towards common outcomes for a person instead of the responsibility solely falling on the housing support worker. Table 4 outlines the changes ongoing in each area.

Table 4: Key Housing Support Developments

Older People	<ul style="list-style-type: none"> Decommissioned some Sheltered Housing Support services Commissioning of the Hope (Helping Older People Engage) Project Housing with Care Units developed and commissioned
Homeless people	<ul style="list-style-type: none"> The launch of Rapid Rehousing and Housing First approaches The introduction of the Lead Professional Model

4.7 Assistive Technology

- 4.7.1 A detailed strategy for developing and making better use of assistive technology was developed in 2017 and work is ongoing to scope out the technologies available to people. A copy of the strategy can be accessed at:
https://www.dundeehscp.com/sites/default/files/publications/smart_health_and_care_nov17.pdf
 Progress against the strategy will be reported separately when performance information is available.

4.8 Adaptations

- 4.8.1 The provision of adaptations to social rented properties to allow people to live independently in their own home for longer is an ongoing aspect of service delivery. The number of adaptations responsive to need and therefore targets are not set in this area. Table 5 outlines the year on year spend on adaptations since 2016.

Table 5: Adaptions Spend 2015 – 2018

Sector	2015/16 £	2016/17 £	2017/18 £	Total £
Dundee City Council Housing	736,706	768,478	767,685	2,272,869
Registered Social Landlords Housing	269,000	437,000	516,000	1,222,000
Private Sector (Owner & Rented)	216,458	201,792	326,499	744,749
Total	1,222,164	1,407,270	1,610,184	4,239,618

4.9 Care Leavers and Corporate Parenting

4.9.1 As well as the five key priorities set out at section 4.2 of this report, the Housing Contribution Statement 2016-2021 also outlined commitments for the Health and Social Care Partnership and local housing partners to work alongside all Community Planning partners to meet corporate parenting responsibilities under Part 9 of the Children and Young People (Scotland) Act 2014. Key developments since 2016 include:

- Dundee Care Leaver's Housing Policy is currently being reviewed; and,
- implementation of 'Continuing Care' requirements in the Act (for care leavers' up to and including age 21) leading to increasing numbers of young people 'staying put' in placement post their 16th birthday, as well as young adults remaining in their existing placement with kinship or foster carers. As at 30th April 2019 there were 60 young people agreed 16 or 17 years who remained in placement. As at 1st May 2019 there was a total of 14 people aged 18 to 21 years who were in Continuing Care, with a further 7 who young people in this age group who were eligible for Continuing Care but transitioned to adult services to the nature of their health and social care needs.

5.0 POLICY IMPLICATIONS

This report has been screened for any policy implications in respect of Equality Impact Assessment. There are no major issues.

6.0 RISK ASSESSMENT

This report has not been subject to a risk assessment as it is provided for information and does not request a policy decision from the PAC.

7.0 CONSULTATIONS

The Chief Officer, Head of Health and Community Care, Executive Director of Neighbourhood Services (Dundee City Council) and the Clerk were consulted in the production of this report.

8.0 BACKGROUND PAPERS

Health and Social Care Partnership Strategic and Commissioning Plan – Housing Contribution Statement 2016 to 2021

(https://www.dundeehscp.com/sites/default/files/publications/dhscp_housing_contribution_statement.pdf)

Dave Berry
Head of Service, Finance and Strategic Planning

DATE: 17 May 2019

Ailsa McAllister
Senior Officer, Strategy and Performance

Brenda Fenton
Strategy Officer, Neighbourhood Services

Derek Farrell
Strategy Officer, Neighbourhood Services

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Strategy Officer, Neighbourhood Services

Kathryn Sharp
Senior Manager, Strategy and Performance

Appendix 1 – Detailed Action Update

Action Plan 1 Community Care Housing Requirements

Action Plan 2. Private Sector (Owner-occupier and Private Rented)

Local Housing Strategy Outcome	Indicator	Target (2013 – 18)	2013 - 2018 No. of Housing
Older People			
Increase housing support options for individuals who require support to live independently	The number of additional social rented housing with care units	54 Units City target: 100 Units by 2018 (Existing (46) and new provision (Target: 54))	32 *
Mental Health			
Increase housing support options for individuals who require support to live independently	The number of additional social rented supported housing units	10 Units	38
Learning Disabilities			
Increase housing support options for individuals who require support to live independently	The number of additional social rented supported housing units	21 Units	61 **
Physical Disabilities / Sensory Impairment			
Increase housing support options for individuals who require support to live independently	The number of additional social rented ambulant disabled adapted housing units	12 units	14
	The number of additional social rented wheelchair adapted housing units	No identified need in 2013 - but became a need over the duration of the LHS	53
	The number of additional social rented DHSCP wheelchair adapted supported housing units	No identified need in 2013 - but became a need over the duration of the LHS	10
Key actions and commitments by local partners for this outcome	Older People <ul style="list-style-type: none"> Develop a partnership agreement to develop additional housing with care units in the housing association sector Mental Health & Learning Disabilities <ul style="list-style-type: none"> Develop accommodation specification briefs for supported housing Submit accommodation specification briefs to the Dundee Community Care Housing Forum Physical Disabilities and Sensory Impairment <ul style="list-style-type: none"> Secure capital funding for developing wheelchair housing 		Total: 208
*	Older People: 32 units have been commissioned from existing social rented housing		
**	Learning Disability: 11 of the 61 units have been commissioned from existing social rented housing		
N.B.	All other units have been commissioned through Dundee's Strategic Housing Investment Plan (SHIP) new-build housing process		

Local Housing Strategy Outcome	Indicators	Targets (per annum)	2013 - 2018 Update
People's housing circumstances enable them to live in stable, attractive and popular communities.	Maximise uptake of Scheme of Assistance	1,200 applications per annum	1,520 per-annum
	Maintain people in their homes for as long as possible Number of grant applications: (Disabled adaptations, and Care and Repair)	60 applications per annum	64 per-annum
	Provide grant assistance to improve properties in the private sector Number of grant applications: (Excluding disabled adaptations, and Care and Repair)	400 applications per annum	1,099 per-annum
Key actions and commitments by local partners for this outcome	<ul style="list-style-type: none"> • Assist older and disabled home owners to remain in their homes through the Care and Repair and Handyperson Schemes • Implement Scheme of Assistance, 100% of budget committed • Reduce disrepair in older people households 		

Action Plan 3. Housing Options and Homelessness

Local Housing Strategy Outcomes	Indicators	Targets	2013 - 2018 Update
Prevent homelessness	Homeless presentations	5% reduction on previous year	From 2015/16 to 2017/18 there has been a 5% reduction in homeless presentations
	% of those approaching the homeless service who were provided with information and advice that were prevented from becoming homeless	30% per annum	In 2017/18 49% of Housing Options approaches did not require to use the homeless route.
Provide temporary accommodation	Duration of stay in temporary accommodation <ul style="list-style-type: none"> • Hostel • Furnished 	60 days 130 days	36.8 (Average) 122.6 (Average)
Provide permanent accommodation	Number of homeless people finding permanent accommodation	100% per-annum	From 2015/16 To 2017/18: 96%
Key actions and commitments by local partners for this outcome	<p><u>Prevent homelessness</u></p> <ul style="list-style-type: none"> • Continue good partnership working through continued use of protocols • Providing access to support and care services • Provide housing options information and advice • Reduce youth homelessness by targeted early intervention and joined up services <p><u>Provide temporary accommodation</u></p> <ul style="list-style-type: none"> • Improved assessment through joined up working • Ensure a supply of suitable, good quality, temporary emergency accommodation • Provide supported/move on accommodation <p><u>Provide permanent accommodation</u></p> <ul style="list-style-type: none"> • Access to local authority housing • Access to housing association housing 		

Action Plan 4. Violence against Women

Local Housing Strategy Outcomes	Indicators	Targets	2013 - 2018 Update
Women, children and young people in Dundee experiencing violence feel safer	Number of referrals of women, children and young people to specialist violence against women service providers by housing professionals	Increase	Awaiting update from the organisation
	Number of women provided with safe accommodation	Increase	49 (ave) women provided with safe accommodation over 5 years of LHS
	Proportion of women involved with the Multi-Agency Risk Assessment Conference System who report increased feelings of safety	Increase	28 women recorded in 2013/14. No other figures have been kept since 2013/14.
Key actions and commitments by local partners for this outcome	<ul style="list-style-type: none"> • Increase prioritisation / recognition of violence against women issues within strategic plans in Dundee • Increase the awareness of women, children and young people in Dundee of sources of support • Improve the knowledge and skill in the workforce to ensure improve their capacity to respond appropriately and consistently to the needs of women, children and young people affected by violence • Improve the quality and co-ordination of housing and estate services by working with our partners 		

Action Plan 5. Community Safety Partnership

Local Housing Strategy Outcomes	Indicators	Targets	2013 - 2018 Update
Dundee has reduced levels of crime	Reduce the number of anti-social behaviour complaints by 3% per annum.	1,490	13.7% increase (per-annum)
	% of residents satisfied with the neighbourhood in which they live (base line as at 2013: 85.5%)	Improve	99% (% based on Dundee Citizen Survey, 2017)
Key actions and commitments by local partners for this outcome	<ul style="list-style-type: none"> • Increase the range of partners contributing to gathering community intelligence reports • Improve the perception of quality of life in local communities • Improve the quality and co-ordination of housing and estate services by working with our partners • Deploy community safety warden and anti-social behaviour teams on the basis of intelligence led information, thereby increasing the level of response to anti-social behaviour hotspots in the city 		

Action Plan 6. Tackling Poverty

Local Housing Strategy Outcomes	Indicators	Targets	2013 - 2018 Update
Reduce financial exclusion, income inequalities and fuel poverty	Percentage of households living in fuel poverty (base line as at 2013: 26%)	Substantially eradicate fuel poverty	35%
	Number of white goods packages delivered (base line as at 2013: 493)	1,000 households (N.B. White goods packages stopped in 2014)	62 (2014)
	Number of completed income maximisation / benefits checks (base line as at 2013: £217,046)	£200,000 to be raised per-annum	£340,747 (Average)
	Number of houses registered for warm home discount (base line as at 2013: 769)	500 properties per-annum (£130 per Household)	1,073 (Average)
Key actions and commitments by local partners for this outcome	<ul style="list-style-type: none"> • Maximise the take up of welfare, money and fuel poverty advice and solutions • Signpost sources of advice on benefit, money and debt problems • Increase access to social tariff and energy efficient appliances for people in fuel poverty through the Dundee Energy Efficiency and Advice Project • Provide cavity and loft insulation through the Universal Home Insulation Scheme • Support vulnerable individuals and households to maintain their tenancies 		



REPORT TO: PERFORMANCE & AUDIT COMMITTEE – 28 MAY 2019

REPORT ON: DUNDEE INTEGRATION JOINT BOARD INTERNAL AUDIT PLAN
PROGRESS REPORT

REPORT BY: CHIEF FINANCE OFFICER

REPORT NO: PAC22-2019

1.0 PURPOSE OF REPORT

The purpose of this report is to provide the Performance and Audit Committee with a progress update in relation to the current Internal Audit Plan.

2.0 RECOMMENDATIONS

It is recommended that the Performance and Audit Committee (PAC):

- 2.1 Notes the continuing delivery of the 2018/19 plan as outlined in this report.

3.0 FINANCIAL IMPLICATIONS

None.

4.0 MAIN TEXT

- 4.1 Dundee Integration Joint Board's current Internal Audit Plan 2018/19 was approved by the PAC at its meeting of the 31 July 2018 (Article XII of the minute of the meeting refers). Work related to the 2018/19 Internal Audit Plan is ongoing and is included in the progress reported below.
- 4.2 As per Audit Scotland's recommendation and subsequent agreed action following the Dundee IJB External Audit Annual Report 2016/17, presented to the September 2017 Performance and Audit Committee (Article IV of the minute of the meeting held on 12 September 2017 refers), progress of the Internal Audit Plan is now a standing item on Performance and Audit Committee agendas.

5.0 POLICY IMPLICATIONS

This report has been screened for any policy implications in respect of Equality Impact Assessment. There are no major issues.

6.0 RISK ASSESSMENT

This report has not been subject to a risk assessment as it a status update and does not require any policy or financial decisions at this time.

7.0 CONSULTATIONS

The Chief Officer, Chief Internal Auditor and the Clerk were consulted in the preparation of this report.

8.0 BACKGROUND PAPERS

None.

Dave Berry
Chief Finance Officer

Date: 17 May 2019

2018/19								
Ref	Audit	Indicative Scope	Target Audit Committee	Planning Commenced	Work in Progress	Draft Issued	Completed	Grade
D01-19	Audit Planning	Agreeing audit universe and preparation of strategic plan	July 2018	Complete	Complete	Complete	Complete	N/A
D02-19	Audit Management	Liaison with management and attendance at Audit Committee	Ongoing	Ongoing				
D03-19	Annual Internal Audit Report	CIA's annual assurance statement to the IJB and review of governance self-assessment	July 2018	Complete	Complete	Complete	Complete	N/A
D04-19	Information Governance	Review of IT/ data processes supporting the delivery of the IJB's strategic plan through seamless cross system working	July 2019	Complete	Ongoing			
D05-19	Finance	Review of arrangements established to control and mitigate Risks 1&2 from the high level risk register	July 2019	Complete	Ongoing			
D06-19	Governance & Assurance	Governance mapping exercise: Assess the extent to which the IJB's structures support the delivery of strategic objectives Includes review of controls to address Risk 7	September 2019	Complete	Ongoing			

ITEM No ...10.....

PAC23-2019

PERFORMANCE AND AUDIT COMMITTEE – ATTENDANCES - JANUARY 2019 TO DECEMBER 2019

COMMITTEE MEMBERS - (* - DENOTES VOTING MEMBER – APPOINTED FROM INTEGRATION JOINT BOARD)

<u>Organisation</u>	<u>Member</u>	<u>Meeting Dates 2019</u>					
		12/2	25/3	28/5	30/7	24/9	26/11
Dundee City Council (Elected Member)	Ken Lynn *	A	✓				
Dundee City Council (Elected Member)	Helen Wright *	✓	✓				
NHS Tayside (Non Executive Member)	Jenny Alexander*	✓	A				
NHS Tayside (Non Executive Member)	Norman Pratt*	✓	A				
Chief Officer	David W Lynch	✓	✓				
Chief Finance Officer	Dave Berry	✓	✓				
NHS Tayside (Registered Medical Practitioner (not providing primary medical services))	Cesar Rodriguez	A	A				
Dundee City Council (Chief Social Work Officer)	Jane Martin	✓	✓				
NHS Tayside (Staff Partnership Representative)	Raymond Marshall	A	A				
Chief Internal Auditor ***	Tony Gaskin	A	✓				
Audit Scotland ****	Bruce Crosbie	****	****				

✓ Attended

A Submitted apologies

A/S Submitted apologies and was substituted

☐ No longer a member and has been replaced / was not a member at the time

* Denotes Voting Members

** Denotes Office Bearer. Periods of appointment are on fixed terms in accordance with legislation. At meeting of the Integration Joint Board held on 30th October, 2018, Ken Lynn was appointed as Chair (the Chair of the Committee cannot also be the Chair of the Integration Joint Board).

*** The Chief Internal Auditor is a member of the Committee and is not a member of the Integration Joint Board.

**** Audit Scotland are not formal members of the Committee and are invited to attend at least one meeting of the Committee a year.

(Note: First meeting of the Committee was held on 17th January, 2017).

(Note: Membership are all members of the Integration Joint Board (only exceptions are Chief Internal Auditor and Audit Scotland).