



**REPORT TO: PERFORMANCE & AUDIT COMMITTEE – 14 MARCH 2017**  
**REPORT ON: ANNUAL PERFORMANCE REPORT**  
**REPORT BY: CHIEF FINANCE OFFICER**  
**REPORT NO: PAC7-2017**

**1.0 PURPOSE OF REPORT**

The purpose of this report is to update the Performance and Audit Committee on the planned approach to producing the 2016/17 Health and Social Care Partnership Annual Performance Report.

**2.0 RECOMMENDATIONS**

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

- 2.1 Notes the updates provided.
- 2.2 Remits the Chief Finance Officer to co-ordinate and collate information to be included in the annual performance report, ensure legislative requirements are met, analyse information and data and ensure that information is used to inform strategic planning.

**3.0 FINANCIAL IMPLICATIONS**

- 3.1 None.

**4.0 UPDATE**

**4.1 Background Information**

- 4.1.1 Section 42 of the Public Bodies (Joint Working) (Scotland) Act 2014 states that Integration Authorities must prepare an annual performance report for each reporting year. A performance report is described as a report which sets out an assessment of performance by each Integration Authority in planning and carrying out its integration functions. The Public Bodies (Content of Performance Reports) (Scotland) Regulations 2014 sets out the prescribed content of an annual report prepared by an Integration Authority in terms of Section 42 of the Act.
- 4.1.2 There is a requirement for each Integration Authority to publish their annual performance report within four months of the end of the reporting year. The first annual report of the Dundee Health and Social Care Partnership (for 2016/17) is therefore due for submission by 31 July 2017.
- 4.1.3 Each Integration Authority is required to provide a description of the extent to which the arrangements set out in its Strategic and Commissioning Plan, and the expenditure allocated in the financial statement, have achieved or contributed to achieving, the National Health and Wellbeing Outcomes. More specifically the regulations set out that the annual report must

include an assessment by each Integration Authority of performance in relation to the following:

- progress against the National Health and Wellbeing Outcomes;
- financial planning and performance;
- the planning and carrying out of functions in localities;
- best value in planning and carrying out integration functions;
- the Integration Authority's actions in response to any scrutiny and inspection of services; and,
- any actions taken to review the Strategic Commissioning Plan.

A more detailed description of the requirements under each of the above sections and how relevant information is currently being collated and reported is contained at sections 4.3 to 4.8.

- 4.1.4 For future annual performance reports there will be a requirement to provide a comparison between the reporting year and the preceding five reporting years (or, where there have been fewer than five preceding reporting years, all preceding reporting years). This is not required for the 2016/17 annual performance report.

## **4.2 Planned Approach to Development of an Annual Performance Report 2016/2017**

- 4.2.1 The production of the annual performance report will be led by the Performance and Audit Co-ordinating Group, which will be supported closely by the Strategy and Performance Team. The statutory requirements of the annual performance report was discussed in detail at the Performance and Audit Co-ordinating Group on 20 February 2017 where lead officers for each section were identified and timescales for submission of drafts agreed. The Strategy and Performance Team will project manage the analysis of data, collation of narrative from lead officers, produce graphs, charts and other illustrative materials and liaise with the print and design team at Dundee City Council.

- 4.2.2 There will be three further Performance and Audit Co-ordinating Group meetings prior to submission of the annual report where lead officers will be required to give updates on the progress in the areas they are leading on. This will also be the forum through which drafts of sections are consulted on at an officer level.

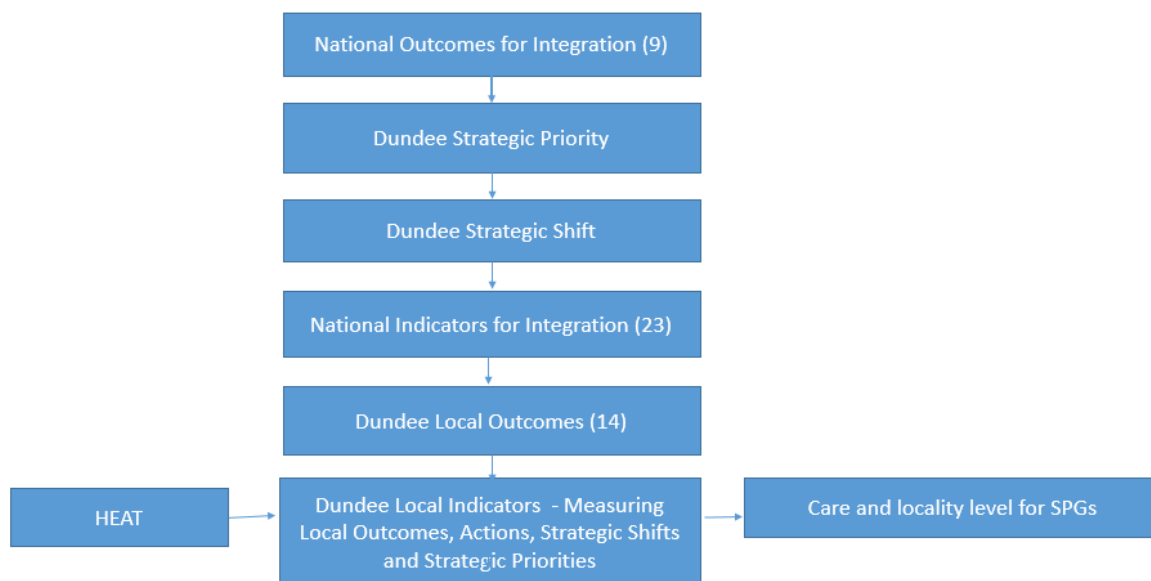
- 4.2.3 Advice is currently being sought from the Scottish Government to ascertain if an advanced draft of the annual report can be submitted for the 31 July 2017 deadline. Formal discussion and ratification on this draft would then take place at the Integration Joint Board (IJB) on 29 August 2017, after which a confirmed final version will be provided to the Scottish Government. This arrangement is accepted practice for other statutory reports, such as the Chief Social Work Officer Annual Report. The advanced draft to be submitted under this arrangement would be subject to consultation with the Chairperson and Vice-Chairperson of the IJB, Chief Officer, Chief Finance Officer, Head of Service, Strategy and Performance, and the Head of Service, Health and Community Care two weeks prior to the 31 July 2017 deadline.

- 4.2.4 Following ratification by the IJB the annual performance report will require to be published in order that it becomes accessible to the Partnership's stakeholders, including members of the public. The Performance and Audit Co-ordinating Group will liaise with the Communication and Engagement Group to bring forward recommendations regarding appropriate mechanisms for publication.

## **4.3 Reporting Against the National Health and Wellbeing Outcomes**

- 4.3.1 A multi-tiered outcomes and performance framework for the partnership is in the final stages of development (see IJB10-2016). This is designed to provide assurance regarding the extent to which agreed actions in the Strategic and Commissioning Plan are achieving the strategic priorities and shifts, as well as the national and local Health and Wellbeing outcomes and indicators. The multi-tiered outcomes and performance framework incorporates a golden thread approach which is demonstrated in figure 1. This is the framework against which quarterly performance reports are prepared and submitted to the PAC (see PAC3-2017).

**Figure 1: Layers of the multi-tiered outcomes and performance framework**



4.3.2 The Quarter 2 Performance Report was discussed at the PAC on 17 January 2017 (PAC3-2017); as well as informing the PAC on performance, it served as a useful rehearsal for this element of the annual report. The Quarter 2 Performance Report covered local performance against National Indicators 11-23. Indicators 1-10 are reported from The Health and Social Care Experience Survey administered by the Scottish Government which is conducted biennially and the results from the 2015/16 survey were presented to the IJB in August 2016 (DIJB37-2016).

4.3.3 Using the format developed for the Quarter 2 Performance Report the annual report will include data for all four quarters of 2016/17 set against the baseline year of 2015/16. Systems are already in place for the production of the quarterly performance report and these will be utilised to provide the required data for the annual report as soon as the relevant information is available from NHS Tayside Business Support Unit and NSS ISD. Accompanying narrative will be developed by the Performance and Audit Co-ordinating Group.

#### 4.4 Financial Planning and Performance

4.4.1 A financial planning and performance report should be incorporated within the annual performance report. This should include detailed information about spend by, or directed by the Integration Authority, broken down by the various services to which the funding was allocated, any overspends and underspends and an assessment of why these occurred. This should also include information with regards to the large hospital set aside.

4.4.2 A Financial Monitoring Statement is submitted to each IJB and a further paper providing additional detail for scrutiny and discussion is submitted to each Performance and Audit Committee. These reports will form the basis of the required information in the annual performance report, alongside additional analysis and narrative.

#### 4.5 The Planning and Carrying out of Functions in Localities

4.5.1 Annual performance reports must include an assessment of performance in planning and carrying out integration functions in localities and how this has contributed to the provisions of services in pursuance of integration functions and delivery principles.

4.5.2 The concept of localities is embedded within the Strategic and Commissioning Plan and is based on Dundee's 54 'natural' neighbourhood areas, and eight Local Community Planning

Partnership (LCP) areas, as well as four service provision localities. This model supports locality engagement, planning, decision making and accountability.

- 4.5.3 Performance and outcomes reporting is currently presented and analysed at LCP area where possible and data included in the annual report will be analysed and presented at this level where available and appropriate. In addition, the annual performance report will include an overview of needs assessment work that has been undertaken at a locality level as well as setting out examples of how the Partnership is developing and implementing locality service delivery models.
- 4.5.4 The performance report must also set out the amount paid to or set aside for use by each locality. Given the early stages of maturity of integrated locality based services within Dundee, the 2016/17 report will reflect this where practicable although the majority of budgeted resources are currently maintained at a city wide level of resource allocation.

#### **4.6 Best Value in Planning and Carrying Out Integration Function**

- 4.6.1 Annual performance reports must include an assessment of performance in relation to best value, including information about how the planning and delivery of services in pursuance of integration functions have contributed to securing best value.
- 4.6.2 The information contained initially within the Due Diligence exercise, carried out as part of the initial delegated budget development, will be drawn upon in addition to the detail of the Integration Joint Board's Transformation Programme and any relevant Internal Audit reports in order to fulfil the requirements of demonstrating best value.

#### **4.7 The Authority's Actions in Response to Any Scrutiny and Inspection of Services**

- 4.7.1 If during the reporting year a scrutiny body (such as the Care Inspectorate or Health Improvement Scotland) has made recommendations as a result of carrying out an inspection of the planning or delivery of a service provided in pursuance of integration functions in the area of the local authority, the performance report must include a list of recommendations and details of the actions taken by the Integration Authority to implement those recommendations.
- 4.7.2 All regulatory inspection reports are submitted to the Performance and Audit Committee (previously to the IJB) where recommendations and appropriate follow-up responses are discussed. For instance the Performance and Audit Committee on 17 January 2017, received a report of the Care Inspectorate Inspection Outcomes for one day care service and two care homes for older people (PAC1-2017). Utilising the information from these IJB and PAC reports a summary of all inspections outcomes, recommendations and responses over the financial year 2016/17 will be included in the annual report.

#### **4.8 Actions Taken to Review the Plan**

- 4.8.1 If during the reporting year the Integration Authority has carried out a review of the strategic plan, the performance report must include; a statement of the reasons for carrying out the review; a statement as to whether, following the review, a revised strategic plan was prepared by the Integration Authority; and where a revised strategic plan was prepared, a description of the changes made in revising the strategic plan.
- 4.8.2 Since the Dundee IJB has neither reviewed nor revised their Strategic and Commissioning plan, there is not a requirement to include this in the annual report on this occasion.

### **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 CONSULTATIONS**

The Chief Officer, Head of Service, Health and Community Care, Performance and Audit Co-ordinating Group members and the Clerk were consulted in the preparation of this report.

## **7.0 BACKGROUND PAPERS**

None.

Dave Berry  
Chief Finance Officer

DATE: 1 March 2017

