

REPORT TO COMMUNITIES COMMITTEE – 07 SEPTEMBER 2023

COMMITTEE REVIEW PROCESS STAGE 2 REFERRAL UPDATE: INTERNAL AUDIT REPORT 2301 – ABERDEENSHIRE ALCOHOL & DRUGS PARTNERSHIP (ADP) GOVERNANCE ARRANGEMENTS

1 Executive Summary/Recommendations

1.1 This report provides an update on progress against the action plan arising from Internal Audit Report 2301 'Aberdeenshire Alcohol and Drugs Partnership (ADP) Governance Arrangements', following previous discussion at Communities Committee on 16 February 2023 and 30 March 2023, the Stage 2 workshop held on 10 May 2023, and subsequent report to Communities Committee on 1 June 2023 as part of the agreed framework of the Committee Review Process. Members are asked to consider recommendations and agree future improvement actions.

1.2 The Committee is recommended to:

1.2.1 Consider whether this further update on the ADP action plan provides the Committee with sufficient assurances on progress; and

1.2.2 Where the Committee feels that the report does not provide adequate reassurance, consider whether it is appropriate to move to Stage 3 Investigation to allow for further exploration of the issue and identification of potential improvement actions.

1.2.3 Should the Committee agree to progress to a Stage 3 Investigation, in line with the Scheme of Governance, an Investigation Group should be identified.

2 Decision-Making Route

2.1 On 10 November 2022, the Audit Committee considered Internal Audit Report 2301 and agreed that a request be made to the Communities Committee to conduct the Committee Review Process relating to a matter of service delivery for improvement identified on the matter of 'Aberdeenshire Alcohol and Drugs Partnership (ADP) Governance Arrangements'.

2.2 On 22 December 2022 the Communities Committee considered a report from the Chief Officer of the Health and Social Care Partnership asking it to consider this referral from the Audit Committee on a proposed Committee Review Process. The Communities Committee considered the request from the Audit Committee and determined to conduct the Committee Review Process in respect of the matter of service delivery identified by the Audit Committee for improvement.

2.3 On 16 February 2023 the Communities Committee considered the Stage 1 Report from the Committee Review Process. The Committee deferred its

decision and requested further information and update to be provided by officers at the Committee's next meeting on 30 March 2023.

- 2.4** On 30 March 2023, the Communities Committee considered the update provided by officers and agreed to proceed to Stage 2 of the Committee Review Process to allow further exploration of the issues and identification of improvement actions. On 10 May 2023 a Stage 2 workshop was held, the outcomes from which were presented to the Communities Committee at its meeting on 1 June 2023.
- 2.5** At the meeting on 1 June 2023, following a division, the Committee agreed to defer its decision until the meeting of the Committee on 7 September 2023 for a revised report, including information on the outcome of the ADP's consideration of its draft Terms of Reference and Partnership Agreement. A report was submitted to the Audit Committee on 6 July 2023 advising of the Committee's decision.

3 Discussion

- 3.1** By way of background, the detailed scope of this review was provided in the Stage 1 Report to Communities Committee on 16 February 2023 including presentation of progress against the action plan.
- 3.2** Officers from across the Aberdeenshire HSCP (AHSCP) have continued to dedicate significant time and resources to the delivery of this action plan.
- 3.3** An update on the status of all actions, as of August 2023, is provided in Appendix 1. A copy of the ADP's agreed Partnership Agreement and Terms of Reference is provided in Appendix 2 and 3.
- 3.4** The Partnership Agreement and Terms of Reference have now been agreed by all strategic partner organisations, Internal Audit have indicated that they will agree to close the relevant outstanding recommendations following the next ADP formal meeting to be held on 15th September 2023 where partners agreement will be noted in the minutes.
- 3.5** There has been good progress in partnership working with the finance team at NHS Grampian and this is represented in the completed actions below. Financial colleagues in Aberdeenshire Council have also provided support to ensure financial procedures are followed in relation to ADP funded contracts, as well as other direct funding project allocations i.e., PAF (Procurement Approval Form) awards and direct council allocations for Drug and Alcohol Projects.
- 3.6** Over the period since the last report to Communities Committee, Work has been ongoing in relation to the outstanding recommendations. Currently there are nine outstanding recommendations, four of which relate to the Partnership Agreement and Terms of Reference. The remaining five relate to financial procedures with two of these relating to long-standing and wider NHS Grampian arrangements. The remaining three relate to providing an

ADP financial instructions document which will be submitted week commencing 28th August.

- 3.7** Should the Committee not be assured and agree to progress to a Stage 3 Investigation an investigation group will need to be identified. An Investigation Group could be the whole Committee, a smaller group of members or a member officer working group. This group would lead on the investigation but bring a report back for any decision to Communities Committee. The remit would be identified by the Investigation Group and a term of reference would be agreed.

4 Council Priorities, Implications and Risk

- 4.1** This report helps deliver the Strategic Priority “Economic Growth” within the Pillar “Our Economy”.
- 4.2** The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed.

Subject	Yes	No	N/A
Financial		X	
Staffing		X	
Equalities and Fairer Duty Scotland		X	
Children and Young People’s Rights and Wellbeing		X	
Climate Change and Sustainability		X	
Health and Wellbeing		X	
Town Centre First		X	

- 4.3** There are no specific staffing or financial implications arising from the recommendations within this report.
- 4.4** The screening section as part of Stage One of the Integrated Impact Assessment process was completed when the scrutiny referral was submitted to Communities Committee on 22 December 2022. This did not identify the requirement for any further detailed assessments to be undertaken. An integrated impact assessment is not required because this report is to provide the Committee with information relating to a matter being processed by way of the Committee Review Process.
- 4.5** The following Risks have been identified as relevant to this matter on a Corporate Level:

- ACORP005 Working with other organisations (e.g. supply chains, outsourcing and partnership working)

5 Scheme of Governance

- 5.1** The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and their comments are incorporated within the report. They are satisfied that the report complies with the [Scheme of Governance](#) and relevant legislation.
- 5.2** The Committee can consider and take a decision on this item in terms of Section D.7.1 of the List of Committee Powers in Part 2A of the Scheme of Governance as the matter relates to the scrutiny and review of the effectiveness of Council policy implementation and Council service delivery in respect of a function within its remit.
- 5.3** The Communities Committee should determine whether it is sufficiently assured by this report and, if not, it can recommend moving to Stage 3 of the Committee Review Process.
- 5.4** This scrutiny report originated from a referral from the Audit Committee and, therefore, it will be updated on the progress and outcomes from this Committee.

PAMELA MILLIKEN
Chief Officer, Aberdeenshire Health and Social Care Partnership

Report prepared by Jeff Shaw, Partnership Manager – North

16th August 2023

LIST OF APPENDICES

APPENDIX 1 – ADP Internal Audit Report Actions Completed and Outstanding

APPENDIX 2 – ADP Terms of Reference

APPENDIX 3 – ADP Partnership Agreement