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**REPORT TO: MORAY INTEGRATION JOINT BOARD AUDIT,  
PERFORMANCE AND RISK COMMITTEE ON 31 AUGUST  
2023**

**SUBJECT: UPDATE ON IMPROVEMENT PLAN FOR ADULT SOCIAL  
CARE COMMISSIONING**

**BY: HEAD OF SERVICE/CHIEF SOCIAL WORK OFFICER**

**1. REASON FOR REPORT**

1.1. To update the Committee of progress regarding the improvement plan for Adult Social Care Commissioning in line with the external review conducted by KPMG, finalised in February 2023, since the last Committee meeting on 29 June 2023.

**2. RECOMMENDATION**

**2.1. It is recommended that the Committee considers and notes:**

- i) the actions within this report; and**
- ii) that further updates will be provided at the next Committee meeting, along with an updated Improvement Plan.**

**3. BACKGROUND**

3.1. The Committee received an update regarding progress using the Improvement Plan at Committee on 29 June 2023 (para 11 of the minute refers). This report is a quarterly update as agreed at Committee on 30 March 2023 (para 11 of the minute refers).

**4. KEY MATTERS RELEVANT TO RECOMMENDATION**

4.1. The Governance around Commissioning activities has been further established with the reintroduction of the monthly Managers Commissioning Meeting. Aligning the Terms of Reference for this meeting to the escalation route of Practice Governance Board has been completed in draft. This will go through the consultation and approval process in September 2023.

- 4.2. The Commissioning Team are knowledgeable on national context regarding the approach to commissioning across the social care sector. The direction of travel is discussed at the Social Work Scotland Contract and Commissioning Sub group, at which Health and Social Care Moray are represented. This has supported the production of an awareness presentation regarding Ethical Commissioning that outlines the importance of co-production and co-design. This will be rolled out to colleagues and stakeholders and embedded in commissioning activities.
- 4.3. The Contract Record Document that evidences the commissioning cycle has been followed and clear decision making has been approved by the Service Manager with responsibility for Commissioning in Health and Social Care Moray. In order to embed continuous improvement within the commissioning team, this approach is due for review at the end of September 2023 so that management can be certain that it is fit for purpose and therefore it is being piloted using the Carers Contract.
- 4.4. The progression of bringing out of date contracts into date is steady. It is important that this is done following the principles of commissioning and within procurement legislation. To date this year there have been 6 contracts awarded and a further 2 contracts are with the provider for signature, one letter of extension has been agreed within the terms of the contract and a further 15 contracts are in various stages of the commissioning and procurement cycle.
- 4.5. In order to ensure that the commissioning work keeps momentum, an annual work plan needs to be produced with priority contracts agreed with Management. This will be included in the presentation offered to colleagues so that assurance is provided regarding the recommissioning of services. This does not take into account new pieces of work identified by gaps in the market. In order to prioritise these, a referral form has been created so that the commissioning team can allocate work appropriately.
- 4.6. The invoicing authorisation process remains in place and managers are authorising within the correct remit. Invoices are now aligned to contract numbers as well as providers so that greater clarity is provided to the authoriser regarding where the invoice pertains to. To strengthen assurance and understanding, a follow up workshop is being organised with Managers to progress this further so that authorisation training can be provided. Documentation is now retained in order to minimise the risk of future payment errors, e.g. variances in billed care time.

## 5. **SUMMARY OF IMPLICATIONS**

### **(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP)) and Moray Integration Joint Board Strategic Plan “Partners in Care 2022 – 2032”**

In order to fulfil the MIJB strategic aims, it is essential that services are operating with optimum efficiency to ensure the needs of the Moray population can be met, that services are fit for purpose and that processes and accountability is clear.

### **(b) Policy and Legal**

The CSWO/Head of Service must ensure that services delegated by her

work within the legal and policy framework related to commissioning and delivery of services.

**(c) Financial implications**

There are no financial implications arising from this report.

**(d) Risk Implications and Mitigation**

The Improvement Plan implements robust systems and processes in response to the KPMG reports and findings. Regular monitoring and reviewing of the Improvement Plan takes place to ensure actions are progressed. It is noted that the current resource of the team may mean that timescales and outcomes could be delayed. However any risk or emerging risk will be escalated to Committee as part of the regular reporting schedule.

**(e) Staffing Implications**

There are no staffing implications.

**(f) Property**

There are no property implications

**(g) Equalities/Socio Economic Impact**

This report does not require an Equality Impact Assessment as there is no change to policy.

**(h) Climate Change and Biodiversity Impacts**

None arising directly from this report.

**(i) Directions**

None arising directly from this report.

**(j) Consultations**

Commissioning team and Social Work Service Manager.

## **6. CONCLUSION**

### **6.1 The committee is requested to note this report and agree to receive an updated improvement plan at the next Committee Meeting.**

Author of Report: Aimee Borzoni, Senior Commissioning Officer

Background Papers:

Ref: