



Risk, Audit and Performance Committee

Minute of Meeting

**Tuesday, 28 November 2023
10.00 am Virtual - Remote Meeting**

ABERDEEN, 28 November 2023. Minute of Meeting of the RISK, AUDIT AND PERFORMANCE COMMITTEE. Present:- Councillor Martin Greig Chairperson; and Mark Burrell, Councillor John Cooke, Martin Allan, Jamie Dale, Alison MacLeod, Paul Mitchell, Michael Oliphant (Audit Scotland) and Sandy Reid.

Also in attendance: Elizabeth Cameron, Barbara Dunbar, John Forsyth, Stuart Lamberton, Graham Lawther, Calum Leask, Grace Milne and Alison Penman.

Apologies: June Brown, Hussein Patwa, Shona Omand-Smith and Claire Wilson.

The agenda and reports associated with this minute can be found [here](#).

Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be retrospectively altered.

DECLARATIONS OF INTEREST OR TRANSPARENCY STATEMENTS

1. Members were requested to intimate any declarations of interest or connections in respect of items on the agenda.

The Committee resolved:-

to note that there were no Declarations of Interest or Transparency Statements.

EXEMPT BUSINESS

2. There was no exempt business.

MINUTE OF PREVIOUS MEETING OF 19 SEPTEMBER 2023

3. The Committee had before it the minute of its previous meeting of 19 September 2023, for approval.

The Committee resolved:-

to approve the minute as a correct record.

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BUSINESS PLANNER

4. The Committee had before it the planner of committee business, as prepared by the Chief Finance Officer.

The Committee resolved:-

- (i) to note the reasons outlined by the Chief Finance Officer for the deferral of item 15 (Financial Regulations Review) to RAPC in June 2024; and
- (ii) to otherwise note the Planner.

DIRECTIONS TRACKER - HSCP.23.086

5. The Committee had before it an update prepared by the Strategy and Transformation Lead, in respect of the status of Directions made by the Integration Joint Board to Aberdeen City Council and NHS Grampian.

The report recommended:-

that the Committee note the detail and updates in Appendix A of the report.

The Committee resolved:-

to agree the recommendation.

STRATEGIC RISK REGISTER - HSCP.23.083

6. The Committee had before it a report prepared by the Business and Resilience Manager, presenting an updated version of the Integration Joint Board's Strategic Risk register, following the deep dive undertaken on 13 October 2023 in respect of Risks 1 and 7.

The report recommended:-

that the Committee:

- (a) note the revised Strategic Risk Register (SRR) as detailed in the Appendix to the report; and
- (b) agree the proposal that the risk ratings of the 2 Very High risks (Risks 1 and 7) be reduced to High, as outlined in the report.

The Committee resolved:-

to agree the recommendations.

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INTERNAL AUDIT UPDATE REPORT - HSCP.23.081

7. The Committee had before it a report prepared by the Chief Internal Auditor providing an update on Internal Audit's work since the last update. Details were provided of the progress against the approved Internal Audit plans, audit recommendations follow up, and other relevant matters for the RAPC to be aware of.

The report recommended:-

that the Committee:

- (a) note the contents of the RAPC - Internal Audit Update Report November 2023 as appended at Appendix A of the report, and the work of Internal Audit since the last update;
- (b) note the progress against the approved 2023/24 Internal Audit Plan as detailed in the Internal Audit Update Report; and
- (c) note the progress that had been made with implementing recommendations agreed in the Internal Audit reports as outlined in the Internal Audit Update Report.

The Committee resolved:-

to agree the recommendations.

INTERNAL AUDIT REPORT – CARE MANAGEMENT SYSTEM - HSCP.23.082

8. The Committee had before it a report prepared by the Chief Internal Auditor presenting the outcome of the planned audit of the Care Management System that had been included in the Internal Audit Plan.

The report recommended:-

that the Committee review, discuss and comment on the issues raised in the report.

The Committee resolved:-

to note the information provided.

INTERNAL AUDIT REPORT - IJB COMPLAINTS HANDLING - HSCP.23.093

9. The Committee had before it a report prepared by the Chief Internal Auditor presenting the outcome from the planned audit of the IJB Complaints Handling that had been included in the Internal Audit Plan.

The report recommended:-

that the Committee review, discuss and comment on the issues raised in the report.

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The Committee resolved:-

to note the information provided.

QUARTER 2 DELIVERY PLAN UPDATE - HSCP.23.084

10. The Committee had before it a report prepared by the Transformation Programme Manager providing assurance in respect of the progress of the Delivery Plan as set out within the Aberdeen City Health and Social Care Partnership Strategy Plan 2022-2025.

The report recommended:-

that the Committee note the Delivery Plan Quarter 2 Summary, the Tracker and Dashboard as appended to the report.

The Committee resolved:-

- (i) to note the information provided on the 'deeper dive' regarding Infrastructure; and
- (ii) to otherwise agree the recommendation.

WORKFORCE PLAN ANNUAL UPDATE REPORT - HSCP.23.080

11. The Committee had before it the 2022/23 Annual Report for Aberdeen City Health and Social Care Partnership Workforce Plan prepared by the Senior Project Manager. This report gave an overview of the current workforce and the progress made against the Workforce Plan Priorities.

The Senior Project Manager and Transformation Programme Manager presented the Workforce Plan and a 'deep dive' in respect of ACHSCP / NHS Grampian sickness absence and responded to questions from Members who noted the good progress made recently in respect of the recruitment fair.

The report recommended:-

that the Committee note the progress of the Workforce Plan to date.

The Committee resolved:-

- (i) to note that the Senior Project Manager would include further information on the uptake of initiatives and analysis of successful Healthy Working Lives projects in the next annual Workforce Plan update;
- (ii) to note the information provided on the 'deeper dive' regarding staff sickness and absence rates; and
- (iii) to otherwise note the progress.

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PRIMARY CARE IMPROVEMENT PLAN UPDATE REPORT - HSCP.23.079

12. The Committee had before it a report prepared by the PCIP Programme Manager providing an update on progress implementing the Primary Care Improvement Plan.

The report recommended:-

that the Committee:

- (a) note the update presented on the PCIP, as outlined in the report; and
- (b) note that the annual PCIP Update report was presented to the meeting of the Integration Joint Board at its meeting on 10 October 2023.

The Committee resolved:-

to agree the recommendations.

JUSTICE SOCIAL WORK PERFORMANCE REPORT - HSCP.23.085

13. The Committee had before it a report prepared by the Service Manager providing the updated Justice Social Work Annual Performance Report for 2022/23 and the Community Payback Order Annual Report for 2021/22.

The report recommended:-

that the Committee note the Justice Social Work Annual Performance Report 2022-23 as included at Appendix 1.

The Committee resolved:-

to note the information provided.

DATE OF NEXT MEETING - 24 JANUARY 2024 AT 2PM

14. The Committee had before it the date of the next meeting: Wednesday 24 January 2024 at 2pm.

The Committee resolved:-

to note the date of the next meeting.

- COUNCILLOR MARTIN GREIG, Chair.