

A	B	C	D	E	F	G	H	I	J
RISK and AUDIT PERFORMANCE COMMITTEE BUSINESS PLANNER									
The Business Planner details the reports which have been instructed by the Committee as well as reports which the Functions expect to be submitting for the calendar year.									
Date Created	Report Title	Minute Reference/Committee Decision or Purpose of Report	Report Number	Report Author	Lead Officer / Business Area	Directorate	Update/Status	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
2 April 2024									
Standing Item	Board Assurance and Escalation Framework (BAEF)	To note the Framework (reviewed by the Committee on an annual basis as per resolution on 26.08.2020)	HSCP24.017	Martin Allan	Business Manager	ACHSCP	Transferred from 24 January 2024		
07.09.23	Strategic Risk Register	To present an updated version of the Integrated Joint Board's (IJB) Strategic Risk register.	HSCP24.015	Martin Allan	Business and Resilience Manager	ACHSCP			
Standing Item	External Audit Strategy 2023/24	To provide a summary of the work plan for Audit Scotland's 2022/23 external audit of Aberdeen City Integration Joint Board (IJB).	HSCP24.014	Anne MacDonald	Audit Scotland	Audit Scotland	2022/23 Strategy last considered at April 2023 RAPC.		
	Internal Audit Plan 2024-27	To seek approval of the Internal Audit Plan for the Aberdeen City Integration Joint Board for 2023-26	HSCP24.018	Jamie Dale	Chief Internal Auditor	Governance			
	Internal Audit Update Reports	To provide an update on the work of Internal Audit.	HSCP24.019	Jamie Dale	Chief Internal Auditor	Governance			
	Internal Audit Report - IJB Hosted Services	To present the outcome from the planned audit of Hosted Services that was included in the Internal Audit Plan.	HSCP.24.020	Jamie Dale	Chief Internal Auditor	Governance			
30.11.22	Quarterly Performance Reports against the Delivery Plan	To note the position.	HSCP24.013	Alison Macleod	Strategy and Transformation Team				
Standing Item	Whistleblowing Updates	Quarterly update		Martin Allan	Business Manager	ACHSCP		R	There are no updates this quarter
24.08.21	Navigator project evaluation	IJB 24.08.21 - NAVIGATOR REPORT - HSCP.21.086 - to instruct the Chief Officer, ACHSCP to present an evaluation and update report to the RAPC prior to conclusion of Year 2 funding. (First two years October 21 to October 23)	HSCP24.016	Simon Rayner	ADP Strategic Lead	ACHSCP	Simon Rayner advised: The Navigator service only went live in August 2022 due to the service getting set up and recruitment etc. We have 6 months of initial data but not the qualitative work yet or feedback from service users or HSCP staff. This will be issued as a Service Update. Members agreed on 13 June 2023 to defer report to November 2023, then further to April 2024.	R	Simon Rayner advises that discussions are taking place in respect of the future of the project.
4 June 2024									
Standing Item	Internal Audit Reports - Annual Report & IJB Performance Management Reporting	Assurance that services are operating effectively		Jamie Dale	Chief Internal Auditor	Governance	Reports presented to RAPC on 13 June 2023 - this is an annual requirement so a date in June 2024 should be identified.		
13.06.2023	Local update on the full Mental Welfare Commission report.	Members agreed on 13 June 2023 to instruct the Lead for Mental Health and Learning Disability Inpatient Services, Specialist Services and CAMHS to bring a report back to Committee in 12 months' time in order to provide a local update on the full Mental Welfare Commission report.		Judith McLenan / Amanda Farquharson	CAMHS	NHSG	Expected June 2024		

	A	B	C	D	E	F	G	H	I	J
	Date Created	Report Title	Minute Reference/Committee Decision or Purpose of Report	Report Number	Report Author	Lead Officer / Business Area	Directorate	Update/Status	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
3										
17	30.11.22	Quarterly Performance Reports against the Delivery Plan	To note the position.		Alison Macleod	Strategy and Transformation Team		May or June 2024		
18	Standing Item	Directions Tracker	To present the six-monthly update on the status of Directions made by the Integration Joint Board (IJB) to Aberdeen City Council (ACC) and NHS Grampian (NHSG).		Alison MacLeod	Strategy and Transformation Team				
19	02.05.23	Primary Care Improvement Plan (Update)	Six monthly update regarding progress implementing the Primary Care Improvement Plan . Last reported 28 November 2023.		Alison Penman	Susie Downie	ACHSCP			
20	Standing Item	Review of Financial Governance	To provide assurance on Governance Environment annual report. Last RAPC was 13 June 2023.		Paul Mitchell	Chief Finance Officer	ACHSCP			
21		Review of Duties and Year End Report - Annual Review of RAPC	To present a review of reporting for 2023/24 and an early draft intended schedule of reporting for 2024/25 to provide assurance that the Committee is fulfilling all the duties as set out in its terms of reference.		Paul Mitchell Alison MacLeod/ Amy Richert	Chief Finance Officer	ACHSCP			
22		Approval of Unaudited Accounts			Paul Mitchell	Chief Finance Officer	ACHSCP			
23		Quarter 4 (2023/24) Financial Monitoring Update	To summarise the 2023/2024 revenue budget performance for the services within the remit of the IJB for quarter 4 ; To advise on any areas of risk and management action relating to the revenue budget performance of the IJB services; and approve the budget virements.		Paul Mitchell	Chief Finance Officer	ACHSCP			
24	10 September 2024									
25										
26	3 December 2024									
27	07.09.23	Strategic Risk Register	To present an updated version of the Integrated Joint Board's (IJB) Strategic Risk register.		Martin Allan	Business Manager	ACHSCP	as agreed at Risk Workshop in Jan 24, the report will also present the IJB's Risk Appetite Statement for mid year review.		
28		Workforce Plan Annual Update Report	To provide an overview of the current workforce and the progress made against the Workforce Plan Priorities - Members agreed at IJB in November 2022 to instruct the Chief Officer to report progress annually to the Risk, Audit, and Performance Committee. Last reported on 28 November 2023.		Stuart Lamberton / Grace Milne	Chief Officer	ACHSCP			

	A	B	C	D	E	F	G	H	I	J
	Date Created	Report Title	Minute Reference/Committee Decision or Purpose of Report	Report Number	Report Author	Lead Officer / Business Area	Directorate	Update/Status	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
3										
29	19.09.2023	Justice Social Work Delivery Plan update 2023-24 and Performance Report	On 22.06.21, from Justice Social Work Performance Management Framework - HSCP.21.053; (i) to approve the Justice Social Work Performance Management Framework as a first iteration of work in progress and agree to its implementation by the justice service; and (ii) to instruct the Chief Officer (ACHSCP) to use this framework as the basis for a report outlining the performance of the justice service and present this report to RAPC no later than the end of Q1 2022-2023 and then similarly on an annual basis thereafter. Plan reported on 19.09.2023, Performance Report on 28.11.2023.		Kevin Toshney/ Claire Wilson / Lesley Simpson / Liz Cameron	Chief Social Work Officer	ACHSCP			
30	TBC									
31	19.09.2023	Locality Planning Annual Reports	To note the update - At IJB on 19 September 2023, members instructed the Lead Officer to submit the 2023-24 Locality Planning Annual Reports to the Committee in September 2024.		Alison Macleod / Iain Robertson	Lead Strategy and Performance Manager	ACHSCP	May/June 2025 - as the refreshed LOIP and Locality Plans come into effect on 29 April 2024 , the Locality Planning Team representing both Community Planning and ACHSCP requested to move the annual reporting from August/September 2024 to June 2025 as the three annual performance reports on the new plans would have only been in place for a couple of months if taken in June 2024.		