



Risk, Audit and Performance Committee

Minute of Meeting

**Thursday, 17 November 2022
10.00 am Virtual - Remote Meeting**

ABERDEEN, 17 November 2022. Minute of Meeting of the RISK, AUDIT AND PERFORMANCE COMMITTEE. Present:- Councillor Martin Greig Chairperson; and Councillor John Cooke, June Brown (from Item 4.1), Luan Gurgeon, John Tomlinson, Jamie Dale, Alison MacLeod and Paul Mitchell.

Also in attendance: Martin Allan, Sandra Borthwick, Danielle Elliot, John Forsyth, Vicki Johnstone, Graham Lawther, Sandy Reid and Amy Richert.

Apologies: Sandra MacLeod and Shona Omand-Smith.

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 AND TRANSPARENCY STATEMENTS

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

The Committee resolved:-

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

EXEMPT BUSINESS

2. There was no exempt business.

MINUTE OF PREVIOUS MEETING OF 9 AUGUST 2022

3. The Committee had before it the minute of its previous meeting of 9 August 2022, 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 Committee Business Planner.

The Committee resolved:-

- (i) to approve that line 40 - Audited Accounts - would be removed from the Risk, Audit and Performance Planner as these would be presented to the Integration Joint Board on 10 October 2023; and
- (ii) to otherwise note the content of the Planner.

DIRECTIONS TRACKER - HSCP.22.089

5. The Committee had before it a report presenting a six-monthly update on the status of Directions made by the Integration Joint Board to Aberdeen City Council and NHS Grampian. Members heard that this was the first update in the new format which had been agreed by members at the Risk, Audit and Performance Committee on 23 June 2022.

The report recommended:-

that the Committee note the updates in Appendix A of the Report.

The Committee resolved:-

to agree the recommendation.

STRATEGIC RISK REGISTER - HSCP.22.096

6. The Committee had before it a report presenting the most up-to-date versions of the Strategic Risk Register containing a “deeper dive” on the risks relating to finances and workforce.

Martin Allan – Business Manager, ACHSCP, presented the report. The Chief Finance Officer spoke in furtherance of the report and responded to questions from Members.

The report recommended:-

that the Committee note and comment on the Strategic Risk Register and the “deeper dive” on the risks on finance and workforce.

The Committee resolved:-

- (i) to instruct the Chief Finance Officer to provide an update to the Committee regarding any savings following the next meeting of the Senior Leadership Team;
- (ii) to note that a date for a Risk Register Workshop would be identified; and

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- (iii) to otherwise note the Strategic Risk Register and the “deeper dive” on the risks on finance and workforce.

INTERNAL AUDIT UPDATE REPORT - HSCP.22.092

7. The Committee had before it the Internal Audit Update Report prepared by the Chief Internal Auditor, providing an update on Internal Audit’s work including progress against the approved Internal Audit plans, audit recommendations follow up, and other relevant matters.

Jamie Dale - Chief Internal Auditor, spoke to the report advising members that one audit report had been finalised, two audits were currently in progress and nine audit recommendations had been closed off, with only one currently outstanding.

Mr Dale reported that over the coming months, Internal Audit would complete the process for developing the 2023-26 Assurance Plan.

The report recommended:-

that the Committee:

- (a) note the content of the RAPC - Internal Audit Update Report November 2022 (“the Internal Audit Update Report”), 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 2021-22 and 2022-23 Internal Audit plans as detailed in the Internal Audit Update Report;
- (c) note the progress that management had made with implementing recommendations agreed in Internal Audit reports as outlined in the Internal Audit Update Report; and
- (d) note the approach to be taken for the 2023-26 audit planning process as highlighted in the Internal Audit Update Report.

The Committee resolved:-

to approve the recommendations.

INTERNAL AUDIT - CARE MANAGEMENT - HSCP.22.095

8. The Committee had before it the Internal Audit Report on Care Management prepared by the Chief Internal Auditor, presenting the outcome from the planned audit of Care Management that was included in the Internal Audit Plan for Aberdeen City Council.

Jamie Dale - Chief Internal Auditor, presented the report and responded to question from Members.

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The report recommended:-

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

The Committee resolved:-

to note the information provided.

FINANCIAL REGULATIONS REVIEW - HSCP.22.093

9. The Committee had before it a report on the Review of Financial Regulations providing an update on the Chief Finance Officer's review of the Integration Joint Board's Financial Regulations.

Paul Mitchell – Chief Finance Officer, ACHSCP, advised Members that there were two main changes as outlined at section 3.5 of the report in respect of committee name and Insurance arrangements.

The report recommended:-

that the Committee approve the revised Financial Regulations as attached at Appendix A of the report.

The Committee resolved:-

to approve the recommendation.

STRATEGIC DELIVERY PLAN DASHBOARD - HSCP.22.094

10. The Committee had before it the Strategic Delivery Plan Dashboard providing information regarding the progress being made on the Delivery Plan as outlined within the Strategic Plan for 2022-2025.

Alison MacLeod - Strategy and Transformation Lead, ACHSCP, presented the report and responded to questions from Members regarding delayed discharge, SOARS and Hospital at Home.

The report recommended:-

that the Committee note the Quarter 2 Delivery Plan Overview and Dashboard as appended to the report.

The Committee resolved:-

to approve the recommendation.

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ANNUAL PERFORMANCE REPORT - HSCP.22.097

11. The Committee had before it the ACHSCP Annual Performance Report.

Alison MacLeod - Lead for Strategy and Transformation, ACHSCP, advised Members that the Report had been approved for publication by the Integration Joint Board on 30 August 2022 and was now remitted to the Committee to determine whether any of the performance reported required further scrutiny.

The report recommended:-

that the Committee:

- (a) note the content of the Aberdeen City Health and Social Care Partnership Annual Performance Report 2021-2022, as attached at Appendix A of the report; and
- (b) note the work and progress of the Aberdeen City Health and Social Care Partnership through 2021-2022.

The Committee resolved:-

to approve the recommendations.

DATE OF NEXT MEETING - TUESDAY 28 FEBRUARY 2023 AT 10AM

12. The Committee had before it the dates for future meetings, all at 10am:

- 28 February 2023
- 2 May 2023
- 13 June 2023
- 19 September 2023
- 28 November 2023
- 23 January 2024
- 26 March 2024

The Board resolved:-

to note the future meeting dates.

- COUNCILLOR MARTIN GREIG, Chair