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Aberdeen City Health & Social Care Partnership
A caring partnership

To: Members of the Integration Joint Board

Town House,
ABERDEEN 6 May 2025

INTEGRATION JOINT BOARD

The Members of the **INTEGRATION JOINT BOARD** are requested to meet in **Rooms 4 & 5 - Health Village on TUESDAY, 13 MAY 2025 at 10.00 am**. This is a hybrid meeting and members may also attend remotely.

ALAN THOMSON
INTERIM CHIEF OFFICER - GOVERNANCE

B U S I N E S S

1.1 Welcome from the Chair

DECLARATIONS OF INTEREST

2.1 Declarations of Interest and Transparency Statements

Members are requested to intimate any Declarations of Interest or Transparency Statements

DETERMINATION OF EXEMPT BUSINESS

3.1 Exempt Business

Members are requested to determine that any exempt business be considered with the press and public excluded

STANDING ITEMS

4.1 Appointment of Chair - HSCP.25.029 (Pages 5 - 8)

4.2 Video Presentation: Dennis Close

- 4.3 Minute of Board Meeting of 4 February 2025 and Attendance Record (Pages 9 - 20)
- 4.4 Minute of Special Board Meeting of 28 February 2025 (Pages 21 - 22)
- 4.5 Minute of IJB Budget Meeting on 18 March 2025 (Pages 23 - 30)
- 4.6 Minute of Risk, Audit and Performance Committee of 25 February 2025 (Pages 31 - 34)
- 4.7 Draft Minute of Clinical and Care Governance Committee of 11 March 2025 (Pages 35 - 40)
- 4.8 Business Planner (Pages 41 - 44)
- 4.9 IJB Insights Planner (Pages 45 - 46)
- 4.10 Chief Officer's Report - HSCP.25.028 (Pages 47 - 56)

PERFORMANCE AND FINANCE

- 5.1 Financial Position Update - Year End Report - HSCP.25.030 (Pages 57 - 64)
- 5.2 Annual Review of Financial Regulations and Reserves Policy - HSCP.25.035 (Pages 65 - 94)

GOVERNANCE

- 6.1 Recruitment and Selection Process for Chief Finance Officer - HSCP.25.038 (Pages 95 - 106)
- 6.2 Annual Resilience report - Inclusion of Integration Joint Boards as Category 1 Responders under Civil Contingency Act 2004 - HSCP.25.031 (Pages 107 - 116)

DATES OF UPCOMING MEETINGS / SEMINARS

- 7.1 IJB Insights - 10 June 2025

- Culture
- Horizon Scanning
- Strategic Plan/ Budget/ Risk
- Deep Dive on AI
- 3rd Sector Funding

7.2 Integration Joint Board - 1 July 2025

Website Address: <https://www.aberdeencityhscp.scot/>

Should you require any further information about this agenda, please contact Emma Robertson, emmrobertson@aberdeencity.gov.uk

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INTEGRATION JOINT BOARD

Date of Meeting	13 May 2025
Report Title	Appointment of Chair
Report Number	HSCP.25.029
Lead Officer	Fiona Mitchelhill, Chief Officer
Report Author Details	Name: Emma Robertson Job Title: Committee Services Officer Email Address: EmmRobertson@aberdeencity.gov.uk
Consultation Checklist Completed	Yes
Directions Required	No
Exempt	No
Appendices	None
Terms of Reference	2

1. Purpose of the Report

- 1.1. To advise the IJB of the recent change of appointments to its Chair and Vice Chair roles.

2. Recommendations

- 2.1. It is recommended that the Integration Joint Board:

- a) notes the appointment, by NHS Grampian, of Hussein Patwa as Chair of the Integration Joint Board; and
- b) notes the appointment, by Aberdeen City Council, of Councillor John Cooke as Vice Chair of the Integration Joint Board.

3. Strategic Plan Context



INTEGRATION JOINT BOARD

- 3.1. The Aberdeen City Health and Social Care Partnership (ACHSCP) Strategic Plan was approved by the IJB on 7 June 2022.
- 3.2. Ensuring robust and effective membership will help the ACHSCP achieve the strategic priorities as outlined in its strategic plan, as members will monitor, control and mitigate the potential risks to achieving these.

4. Summary of Key Information

Changes to Chair and Vice Chair of the IJB

- 4.1. The appointment of the Chair of the IJB is governed by the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014 ("the Order". Aberdeen City Council and NHS Grampian, as the constituent authorities, have incorporated the terms of the Order into the Integration Scheme. The IJB has also incorporated the terms of the Order into the standing orders. The process outlined in this report is in accordance with the requirements of the Order.
- 4.2. As noted in the Integration Scheme and in IJB Standing Order 2.1, the IJB has eight voting Members. Four of these Members are appointed by NHS Grampian (NHSG) and four of these Members are appointed by Aberdeen City Council (ACC).
- 4.3. The Integration Scheme and IJB Standing Order 3.1 further provide that the Chair shall be appointed by one of the constituent authorities for an appointing period not exceeding two years.
- 4.4. In keeping with the principle of equality between the two constituent authorities, the Integration Scheme and Standing Order 3.2 state that the constituent authority which does not appoint the Chair must appoint the Vice Chair for that appointing period.
- 4.5. As further noted in the Integration Scheme and in IJB Standing Order 3.3, the Chair and the Vice Chair appointment automatically in each successive appointing period.



INTEGRATION JOINT BOARD

- 4.6.** Councillor John Cooke was appointed by Aberdeen City Council as Chair of the IJB on 25 April 2023. His two year appointment therefore ended on 25 April 2025. In accordance with Standing Order 3.3, the Vice Chair, Hussein Patwa, was appointed as Chair for a period of two years, commencing on 26 April 2025, and Councillor Cooke was appointed as Vice Chair for the same two year period.

5. Implications for IJB

5.1 Equalities, Fairer Scotland and Health Inequality

As per the IJB's standing orders, it is recommended that voting members from Aberdeen City Council and NHS Grampian be equally represented on each committee.

5.2 Financial

There are no direct financial implications arising from the recommendations of this report.

5.3 Workforce

There are no direct implications for the AH&SCP workforce, however having members in place as per the recommendations will provide greater clarity for the organisation in terms of its governance arrangements.

5.4 Legal

The appointment of new voting members to the IJB complies with the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014. The proposals and recommendations within this report comply with the processes set out in the Aberdeen City Integration Scheme and Aberdeen City Integration Joint Board Standing Orders.

5.5 Unpaid Carers



INTEGRATION JOINT BOARD

There are no direct impacts to unpaid carers arising from the recommendations in this report.

5.6 Information Governance

There are no direct information governance implications arising from the recommendations of this report.

5.7 Environmental Impacts

There are no direct environmental implications arising from the recommendations of this report.

5.8 Sustainability

There are no direct sustainability implications arising from the recommendations of this report.

6. Management of Risk

6.1. Identified risks(s)

Reputational Risk is high to the Integration Joint Board should appointments to IJB committees not be balanced in terms of membership. There is a risk that perspectives from both partners may not be reflected during meetings and this may have an impact on decision making and scrutiny capacity.

6.2. Link to risks on strategic or operational risk register:

Strategic Risk Register, item 3: Failure of the IJB to function and make decisions in a timely manner.

By appointing an equal number of members to each committee the Board would adhere to provisions and principles set out in standing orders. This would mean that both committees would have members in place to capture perspectives and expertise from both partners and strengthen their capacity to hold Partnership officers to account.



Aberdeen City Health & Social Care Partnership *A caring partnership*

ABERDEEN, 4 February 2025. Minute of Meeting of the INTEGRATION JOINT BOARD.

Present:- Councillor John Cooke, Chair; Hussein Patwa, Vice Chair; and David Blackburn, Councillor Jennifer Bonsell, Councillor Lee Fairfull, Councillor Martin Greig, Ritchie Johnson, Carol Buchanan (as a substitute for Caroline Howarth), Jim Currie, Amanda Foster, Jenny Gibb, Phil Mackie, Kenneth McAlpine, Amy McDonald, Fiona Mitchelhill and Jane Russell (as a substitute for Maggie Hepburn) and Graeme Simpson.

Also in attendance:- Martin Allan, Lisa Allerton, Caroline Anderson, Jonathan Belford, Fraser Bell, Andy Bosso, Daniela Brawley, Alison Chapman, Kay Diack, Lesley Fullerton, Jo Hall, Vicki Johnstone, Emma King, Stuart Lamberton, Graham Lawther, Chris Littlejohn, Alison MacLeod, Stephen Main, Eveline McGhee, Shona Omand-Smith, Katharine Paton, Simon Rayner, Sandy Reid, Iain Robertson, Claire Ross, Neil Stephenson, Denise Thomson, Clare-Louise Walker and Teresa Waugh.

Apologies:- Mark Burrell, Maggie Hepburn and Caroline Howarth.

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.

WELCOME FROM THE CHAIR

1. The Chair extended a warm welcome to everyone meeting in the Town House. He welcomed the new Chief Finance Officer, Amy McDonald, to her first meeting.

The Chair expressed his thanks to staff who had continued to provide support and care to the public during the recent bad weather of snow and ice.

The Board resolved:-

to note the Chair's remarks.

DECLARATIONS OF INTEREST AND TRANSPARENCY STATEMENTS

2. Members were requested to intimate any declarations of interest or transparency statements in respect of items on the agenda.

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4 February 2025

The Board resolved:-

- (i) to note that the Vice Chair advised that he had a connection in relation to all items on the agenda by virtue of being a Member of the Diverse Experiences Advisory Panel, a named partner in the Scottish Government's Mental Health and Wellbeing Strategy Delivery Plan and the Depute Representative of said Group to the Scottish Government Mental Health and Wellbeing Leadership Board, however having applied the objective test, he did not consider that he had an interest and would not be withdrawing from the meeting; and
- (ii) to note that the Vice Chair advised that he had a connection in relation to agenda item 6.1 (Carers Strategy) and item 6.2 (GP Vision update) by virtue of (1) being an unpaid carer; and (2) his participation in a project with Dundee University investigating aspects of coding for chronic pain respectively, however having applied the objective test, he did not consider that he had an interest and would not be withdrawing from the meeting for these items.

EXEMPT BUSINESS

- 3. Members were requested to determine that any exempt business be considered with the press and public excluded.

The Board resolved:-

to consider the exempt appendices during consideration of items 8.1 and 8.2 with the press and public excluded so as to avoid disclosure of exempt information of the classes described in paragraphs 6 and 9 of Schedule 7A of the Local Government (Scotland) Act 1973 Act (in respect of item 8.1) and with regard to Appendix B(a) of the IJB Scheme of Governance regarding Exempt and Confidential Information (in respect of item 8.2).

VIDEO PRESENTATION: WELLBEING IN COMMUNITIES

- 4. The Board received a video presentation entitled Wellbeing in Communities.

The Transformation Programme Manager introduced the video, explaining that it highlighted some of the positive examples of how the Wellbeing Team worked closely with community members and organisations to promote and develop wellbeing under the Programme of Stay Well Stay Connected. He advised that community participation through the Programme had increased by 169%, from 660 people in 2023 to 1,777 people in 2024.

The Board resolved:-

to note the video.

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MINUTE OF BOARD MEETING OF 19 NOVEMBER 2024 AND ATTENDANCE RECORD

5. The Board had before it the minute of its meeting of 19 November 2024 and the 2024 attendance record.

The Board resolved:-

- (i) to note the Attendance Record; and
- (ii) to approve the minute as a correct record.

DRAFT MINUTE OF RISK, AUDIT AND PERFORMANCE COMMITTEE OF 3 DECEMBER 2024

6. The Board had before it the draft minute of the Risk, Audit and Performance Committee meeting of 3 December 2024.

The Board resolved:-
to note the minute.**DRAFT MINUTE OF CLINICAL AND CARE GOVERNANCE COMMITTEE OF 17 DECEMBER 2024**

7. The Board had before it the draft minute of the Clinical and Care Governance Committee meeting of 17 December 2024.

The Board resolved:-
to note the minute.**BUSINESS PLANNER**

8. The Board had before it the Business Planner, which was presented by the Chief Operating Officer who advised Members of the updates to reporting intentions and that further items would be added to future reporting cycles.

The Board resolved:-
to agree the Planner.

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IJB INSIGHTS AND TOPIC SPECIFIC SEMINARS PLANNERS

9. The Board had before it the IJB Insights Sessions and Topic Specific Seminars Planners prepared by the Strategy and Transformation Manager.

The Board resolved:-

- (i) to agree to add a deep-dive on the subject of AI to the Topic Specific Session planner; and
- (ii) to otherwise note the Planners.

CHIEF OFFICER'S REPORT - HSCP.25.005

10. The Board had before it the report from the Chief Officer, ACHSCP. The Chief Officer presented the update on highlighted topics and responded to questions from members.

The report recommended:-

that the Board note the detail contained within the report.

The Board resolved:-

to note the information provided.

ABORTION CARE - REFERRAL FROM CLINICAL AND CARE GOVERNANCE COMMITTEE - HSCP.24.069

11. The Board had before it a report referred from the Clinical and Care Governance Committee in respect of current challenges associated with the provision of abortion care.

The report recommended:-

that the Board:

- (a) note the challenges associated with the provision of abortion care; and
- (b) note the activity underway to ensure clarity on the service levels that could be provided within available resources.

The Board resolved:-

- (i) to instruct the Strategy and Transformation Lead to report back to the IJB in May 2025 on the proposed actions following the recommendations of the review of hosted services; and
- (ii) to otherwise agree the recommendations.

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CARERS' STRATEGY - HSCP.25.007

12. The Board had before it the first annual report on the Carers Strategy 2023 – 2026, covering the period from January 2024 to January 2025.

The report recommended:-

that the Board:

note the progress on the delivery of the Carers Strategy to date.

The Board resolved:-

to note the information provided.

GP VISION UPDATE - HSCP.25.002

13. The Board had before it an update on the GP Vision Programme. prepared by the Primary Care Development Manager.

The report recommended:-

that the Board:

- (a) note the content of the report as an update on current progress on the GP Vision Programme; and
- (b) instruct the Chief Officer to report back with a further annual update in spring 2026.

The Board resolved:-

to agree the recommendations.

MARYWELL PRACTICE OPTIONS APPRAISAL - HSCP.25.001

14. The Board had before it an update prepared by the Primary Care Development Manager on the Marywell Practice redesign, its consideration of options and recommendations on the service's future direction.

The report recommended:-

that the Board:

- (a) note the benefits of the continued collaboration between the Marywell Practice and the Integrated Drug Service;
- (b) note the Options Appraisal (at Appendix A of the report) and multi-agency and service user consultations (at Appendix E);
- (c) agree to implement Option 2, namely for Marywell General Practice to continue to operate as a 2c General Medical Service (Specialist Service); and

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- (d) agree that the recurring alignment of Alcohol & Drugs Partnership (ADP) funding of £100,000 to Marywell Practice should proceed to implement Option 2 referred to at (c) above.

The Board resolved:-

to agree the recommendations.

FINANCIAL POSITION UPDATE - HSCP.25.006

15. The Board had before it the Budget Monitoring report prepared by the Chief Finance Officer, which provided detail of the 2024/25 quarter 3 financial position, the forecast year end outturn; and the draft outline budget for 2025/26.

The Chief Finance Officer presented the report and responded to questions from Members.

The report recommended:-

that the Board:

- (a) note the financial position as at 31 December 2024 for the 2024/25 integrated budgets;
- (b) note the challenging factors that had caused the Chief Finance Officer to re-evaluate the financial implications for the deliverability of the November 2024 Recovery Plan, that meant a substantial overspend for the year was now forecast;
- (c) approve the use of IJB uncommitted reserves, up to the value of £6.119m, utilising all available and uncommitted reserves thus leaving no contingency to manage budget fluctuations in future years;
- (d) note the forecast 2024/25 deficit position of £10.454m after the use of £6.119m from reserves;
- (e) note the Chief Finance Officer had notified the partners that a deficit was now forecast for the year, and understand that the deficit, in accordance with the IJB's Integration Scheme, will require NHS Grampian to contribute c.£6m and Aberdeen City Council c.£4m;
- (f) note the opportunity for a special meeting of the Board prior to the next scheduled meeting of 18 March 2025, should the Chief Officer and Chief Finance Officer deem it necessary;
- (g) in light of the latest forecast for the current financial year, note that significant work has also been undertaken to refresh the draft forecast budget position for 2025/26, that indicated an emerging gap in funding of circa £21.4m;
- (h) note, that at this stage, similar to the November 2024 recovery plan, there were key areas of the budget that would have to be tackled to bring costs in line with total funding. Indicative areas and changes which could be made, were:
 - 1) changes to eligibility criteria for service users;

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- 2) deliver services to meet statutory requirements;
- 3) consider sustainability of additional services currently provided to service users;
- 4) work to bring efficiencies to the partnership which would bring financial sustainability in future years; and
- 5) consider and mitigate the risk associated with all budget savings plans changing services levels to meet financial expenditure limits; and
- (i) acknowledge a significant effort would be required to deliver in-year savings of over £20m in 2025/26, that these would not be without a wide range of implications and therefore there remained a risk that a deficit in 2025/26 may emerge.

The Board resolved:-

to agree the recommendations.

GRAMPIAN VACCINATION AND IMMUNISATION ANNUAL REPORT 2024 - HSCP.25.004

16. The Board had before it an annual monitoring report prepared by the Consultant in Public Health Medicine and Vaccination Planning Manager, which provided details of vaccine preventable disease surveillance data, along with uptake data for each vaccine delivered within Grampian.

Dr Clare-Louise Walker - Consultant in Public Health Medicine, presented the report and responded to questions from members.

The report recommended:-

that the Board:

- (a) note the findings of the Vaccination and Immunisation Annual report 2024; and
- (b) instruct the Chief Officer to provide an annual report to the Integration Joint Board with the next report due in 2026.

The Board resolved:-

to agree the recommendations.

FAST TRACK CITIES - HSCP.24.077

17. The Board had before it a report prepared by Public Health, NHS Grampian providing an update on activity contributing to the Fast Track Cities Initiative.

The report recommended:-

that the Board:

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note the delivery of the Fast Track Cities initiative in Aberdeen City and endorse the continuation of this work.

The Board resolved:-

to agree the recommendation.

ANNUAL PROCUREMENT WORKPLAN 2025/2026 - HSCP.25.008

18. The Board had before it the Annual Procurement Work Plan for 2025/26 in respect of expenditure on social care services, together with the associated procurement Business Cases.

The Strategic Procurement Manager presented the report.

The report recommended:-

that the Board:

- (a) approve the direct award of a contract for a Care Home for people with alcohol and drug misuse problems for a period of five years, as detailed in Appendices A and C of the report;
- (b) approve the extension for one year, of 23 National Care Home Contracts (NCHC) for residential services for older people, as detailed in Appendices A and D of the report;
- (c) approve the direct award of six contracts to Care Homes for adults with learning disabilities for a period of five years, as detailed in Appendices A and E of the report;
- (d) note the update to Individual Out of Area Placements at paragraph 4.6 of the report; and
- (e) make the Directions, as attached at Appendices B1, B2, and B3 and instruct the Chief Officer to issue the Directions to Aberdeen City Council.

The Board resolved:-

- (i) to note that the Directions at Appendices B1, B2, and B3 would be amended to state report number HSCP.25.008 prior to issue; and
- (ii) to otherwise agree the recommendations.

ANNUAL PROCUREMENT WORKPLAN 2025/2026 - HSCP.25.008 - EXEMPT APPENDICES

19. The Board had before it the exempt appendix in respect of the Annual Procurement Workplan 2025/26 report.

The Board resolved:-

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to note the recommendations approved at article 18 of this minute.

FINANCIAL POSITION UPDATE - HSCP.25.006 - EXEMPT APPENDIX

20. The Board had before it the exempt appendix in respect of the Financial Position Update report.

The Board resolved:-

to note the recommendations approved at article 15 of this minute.

TOPIC SPECIFIC SEMINAR - 18 FEBRUARY 2025

21. The Board had before it the date of the next Topic Specific Seminar as 18 February 2025.

The Board resolved:-

to note the date of the Topic Specific Seminar.

INTEGRATION JOINT BOARD - 18 MARCH 2025: BUDGET

22. The Board had before it the date of the next IJB meeting as 18 March 2025.

The Board resolved:-

- (i) to note that an additional Special IJB Meeting would be programmed prior to the scheduled Budget meeting on 18 March 2025, as agreed at article 15; and
- (ii) to otherwise note the date of the next meeting.

IJB INSIGHTS SESSION - 25 MARCH 2025

23. The Board had before it the date of the next IJB Insights Session as 25 March 2025.

The Board resolved:-

to note the date of the IJB Insights Session.

- **COUNCILLOR JOHN COOKE, Chair.**

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Integration Joint Board - Attendance Record 2025

Present
Substitute
Apologies
Absent

Name	Organisation	04-Feb-25	18-Mar-25	13-May-25	01-Jul-25	30-Sep-25	02-Dec-25
Cllr John Cooke – Chair	ACC voting member						
Hussein Patwa - Vice Chair	NHSG voting member						
Prof. David Blackburn	NHSG voting member						
Mark Burrell	NHSG voting member						
Cllr Lee Fairfull	ACC voting member						
Cllr Martin Greig	ACC voting member						
Ritchie Johnson	NHSG voting member						
Cllr Malik	ACC voting member		First meeting				
Jim Currie	ACC Union Representative						
Jamie Donaldson	NHSG Staff Representative						
Amanda Foster	Service User Representative						
Stephen Friar/ Joy Miller	Secondary Care joint rep		JM				
Jenny Gibb	NHSG Nursing Representative						
Maggie Hepburn (ACVO)	Third Sector Representative						
Dr Caroline Howarth	Clinical Director						
Phil Mackie	NHSG Depute Director of Health						
Kenneth McAlpine	Service User Representative						
Amy McDonald	Chief Finance Officer						
Shona McFarlane	Carer Representative						
Fiona Mitchelhill	Chief Officer						
Graeme Simpson	ACC, Chief Social Work Officer						
Cllr Jennifer Bonsell	ACC voting member	Last Meeting					

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Aberdeen City Health & Social Care Partnership *A caring partnership*

ABERDEEN, 28 February 2025. Minute of Special Meeting of the INTEGRATION JOINT BOARD.

Present:- Councillor John Cooke, Chair; Hussein Patwa, Vice Chair; and David Blackburn, Councillor Jennifer Bonsell, Councillor Lee Fairfull, Councillor Martin Greig, Jamie Donaldson, Amanda Foster, Maggie Hepburn, Kenneth McAlpine, Amy McDonald, Shona McFarlane, Fiona Mitchelhill and Graeme Simpson.

Also in attendance:- Jess Anderson, Fraser Bell, Alison MacLeod, Shona Omand-Smith, Sandy Reid and Claire Wilson.

Apologies:- Mark Burrell, Ritchie Johnson, Jenny Gibb, Caroline Howarth and Phil Mackie.

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WELCOME FROM THE CHAIR

1. The Chair welcomed everyone and thanked them for attending this Special Meeting of the IJB. He noted that the focus of the meeting was on the formal instruction required to be made in relation to the 2024/25 budget shortfall, rather than the 2025/26 budget, which would be discussed on 18 March 2025.

The Board resolved:-
to note the Chair's remarks.

DECLARATIONS OF INTEREST AND TRANSPARENCY STATEMENTS

2. There were no declarations or transparency statements.

FINANCIAL REPORT - HSCP.25.018

3. The Board had before it a financial report prepared by the Chief Finance Officer which provided Members with an update on the 2024/25 year end outturn position, the proposed intention to fund the 2024/25 budget overspend by partners, an update on Governance arrangements for the 2025/26 budget delivery and the 2025/26 budget position.

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28 February 2025

The Chief Finance Officer presented the report and responded to questions from Members in respect of the Integration Scheme, work of the Budget Savings Oversight Group and the pressures on services.

The report recommended:-

that the Board:

- (a) note the forecast financial position at 31 March 2025 for the 2024/25 integrated budgets;
- (b) note that the substantial overspend for the year was now forecast at £10.455m, after approval of the 4 February 2025 IJB, to use all uncommitted reserves of £6.119m;
- (c) instruct the Chief Officer to write to NHS Grampian and Aberdeen City Council to request an additional one-off payment to the IJB to meet the 2024/25 overspend in accordance with the Integration Scheme;
- (d) acknowledge that significant work was being undertaken to refresh the draft forecast budget position for 2025/26, involving addressing further pressures as they came forward; and
- (e) note that a significant effort would be required to deliver in year savings with work to structure a robust delivery plan around this underway.

The Board resolved:-

- (i) to instruct the Chief Officer to write to the Scottish Government requesting a one-off payment to meet the 2024-25 overspend; and
 - (ii) to otherwise agree the recommendations.
- **COUNCILLOR JOHN COOKE, Chair.**



Aberdeen City Health & Social Care Partnership *A caring partnership*

ABERDEEN, 18 March 2025. Minute of Meeting of the INTEGRATION JOINT BOARD.

Present:- Councillor John Cooke, Chair; Hussein Patwa, Vice Chair; and David Blackburn, Mark Burrell, Councillor Lee Fairfull, Councillor Martin Greig, Ritchie Johnson, Councillor M. Tauqeer Malik, Jim Currie, Jamie Donaldson, Maggie Hepburn, Dr Caroline Howarth, Kenneth McAlpine, Amy McDonald, Dr Joy Miller, Fiona Mitchelhill and Graeme Simpson.

Also in attendance:- Councillor Christian Allard, Jess Anderson, Jonathan Belford, Fraser Bell, Kay Diack, Barbara Dunbar, Emma King, Stuart Lamberton, Graham Lawther, Anne MacDonald, Alison MacLeod, Nicola McLean, Councillor Alex McLellan, Judith McLenan, Grace Milne, Shona Omand-Smith, Katharine Paton, Councillor Miranda Radley, Sandy Reid, Amy Richert, Angela Scott, Neil Stephenson, Julie Warrender and Claire Wilson.

Apologies:- Amanda Foster, Jenny Gibb and Shona McFarlane.

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WELCOME FROM THE CHAIR

1. The Chair extended a warm welcome to everyone and expressed his thanks to the Chief Officer, Chief Finance Officer and all the officers involved in the preparation of the Budget.

The Chair welcomed Councillor Malik to his first meeting of the IJB and thanked Councillor Bonsell for her contributions over the past year and a half. He paid tribute to the Chief Operating Officer who was attending his last IJB before moving to new role at the University of Aberdeen.

Finally, the Chair noted that this was his last meeting as Chair of the IJB as his two year term was coming to an end. He stated that it had been a privilege and pleasure.

The Board resolved:-
to note the Chair's remarks.

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18 March 2025

DECLARATIONS OF INTEREST AND TRANSPARENCY STATEMENTS

2. Members were requested to intimate any Declarations of Interest or Transparency Statements in respect of items on the agenda.

The Board resolved:-

- (i) to note that the Vice Chair advised that he had a connection in relation to all items on the agenda by virtue of being (1) a Member of the Diverse Experiences Advisory Panel, a named partner in the Scottish Government's Mental Health and Wellbeing Strategy Delivery Plan; (2) the Depute Representative of said Group to the Scottish Government Mental Health and Wellbeing Leadership Board; (3) a Lived Experience representative on the Scottish Government's Mental Health and Wellbeing Leadership Board; (4) Co-Chair of the Scottish National Action Plan Leadership Board on Human Rights; and (5) Alternate Designate on the Human Rights Incorporation Oversight Board, however having applied the objective test, he did not consider that he had an interest and would not be withdrawing from the meeting;
- (ii) to note that the Vice Chair advised that he had a connection in relation to agenda item 4.5 (Draft Strategic Plan) due to his participation on a project with Dundee University investigating quantifying the prevalence of people living with chronic pain, however having applied the objective test, he did not consider that he had an interest and would not be withdrawing from the meeting for that item; and
- (iii) to note that Maggie Hepburn declared an interest in relation to agenda item 4.4 (Grant Funding for Voluntary Organisations) by reason of her employment as Chief Executive of ACVO and advised that she would therefore withdraw from the meeting for the duration of that item.

IJB MEMBERSHIP - HSCP.25.023

3. The Board had before it a report advising of a recent change to its voting Membership and seeking agreement to appoint a new Member of the Clinical and Care Governance Committee .

The report recommended:-

that the Board:

- (a) note the appointment, by Aberdeen City Council, of Councillor Malik as voting member of the Integration Joint Board; and
- (b) appoint Councillor Malik to the Clinical and Care Governance Committee.

The Board resolved:-

to approve the recommendations.

INTEGRATION JOINT BOARD

18 March 2025

ANNUAL BUDGET REPORT 2025/26 - HSCP.25.019

4. The Board had before it a report prepared by the Chief Finance Officer outlining the 2025/26 revenue budget for the delivery of the IJB's responsibilities and the financial allocations proposed to be made from Aberdeen City Council and NHS Grampian to fund the IJB for the 2025/26 year.

The Chief Finance Officer introduced the report and responded to questions from members.

The report recommended:-

that the Board:

- (a) note that the IJB had requested additional in year funding of £10.909m from Aberdeen City Council and NHS Grampian to allow the IJB to balance the 2025/26 budget;
- (b) note that Aberdeen City Council agreed its General Fund budget for 2025/26 on 5 March 2025, with an increase of £9.536m of funding for the IJB, which included £4.2m towards the request noted at 2.1.1, and approved revised charges that would increase income for the IJB by £0.381m;
- (c) note that NHS Grampian met to agree their 2025/26 budget on 10 April 2025. This would include consideration of £12.647m of additional funding for the IJB which if approved would include £6.7m towards the request noted at 2.1.1;
- (d) approve the proposed Revenue Budget for the 2025/26 financial year subject to the decision of NHS Grampian on 10 April 2025;
- (e) approve the savings proposed of £14.354m to balance the budget for 2025/26;
- (f) make the Directions at Appendix 1B to Aberdeen City Council and Appendix 1A to NHS Grampian and instruct the Chief Officer to issue the Directions to Aberdeen City Council and NHS Grampian respectively; and
- (g) note that should the budget assumptions not be approved by NHS Grampian the IJB would convene an urgent meeting to reconsider its budget.

The Board had before it an amendment from Councillor Malik:-

that the Board –

- (1) agree that Integrated Joint Boards throughout Scotland and in particular Aberdeen continue to be underfunded by the Scottish Government;
- (2) agree the Scottish government has wasted a huge amount of money and effort in bringing forward a National Care Service only for it to be scrapped at the eleventh hour;
- (3) agree that the Aberdeen IJB is living beyond its means and therefore requires to make difficult decisions about service provision before asking its partners for more and more money;

INTEGRATION JOINT BOARD

18 March 2025

- (4) agree having no reserves reflects badly on the Board accepting that reserves were probably used to cover chronic underfunding by the Scottish Government over the last three years; and
- (5) agree not to adopt the budget, noting NHS Grampian has not yet agreed to our request for a contribution, noting they will not do so until 7 April which is outwith our timescale for approving our budget therefore agree instead to re-look at the budget to reduce costs and live within our means rather than simply asking partners to bail out the Aberdeen IJB by asking officers to bring forward a balanced budget on or before 31 March 2025.

Councillor Malik's amendment failed to attract a seconder and was therefore not put to the vote, in accordance with Standing Order 23.9.

The Board resolved:-

- (i) to note that the references to 2.1.1 in recommendations (b) and (c) of the report should state (a); and
- (ii) to otherwise approve the recommendations.

At this juncture, Councillor Malik intimated that he did not agree with the recommendations and would not support them, and asked for it to be recorded in the minute.

MEDIUM TERM FINANCIAL FORECAST - HSCP.25.024

5. The Board had before it the Medium Term Financial Forecast, prepared by the Chief Finance Officer who introduced the report and responded to questions from members.

The report recommended:-

that the Board:

- (a) approve the draft Medium Term Financial Forecast; and
- (b) instruct the IJB Chief Finance Officer to refresh the Medium Term Financial Forecast following approval of the IJB Strategic Plan (2025-2029).

The Board had before it an amendment from Councillor Malik:-

that the Board –

- (1) does not approve the draft Medium-Term Financial Forecast; and
- (2) instruct the IJB Chief Finance Officer to refresh the Medium-Term Financial Forecast following approval of the IJB Strategic Plan (2025-2029) to ensure the forecast budget is based on the amount of money it receives rather than on money it may require from funding partners, thus living within its means.

INTEGRATION JOINT BOARD

18 March 2025

Councillor Malik's amendment failed to attract a seconder and was therefore not put to the vote, in accordance with Standing Order 23.9.

The Board resolved:-

to approve the recommendations.

At this juncture, Councillor Malik intimated that he did not agree with the recommendations and would not support them, and asked for it to be recorded in the minute.

GRANT FUNDING FOR VOLUNTARY ORGANISATIONS - HSCP.25.021

6. At this juncture, and in accordance with article 2(iii) of this minute, Maggie Hepburn withdrew from the meeting.

The Board had before it a report prepared by the Commissioning Lead in respect of grant funding for voluntary organisations. The Commissioning Lead introduced the report and responded to questions from members.

The report recommended:-

that the Board:

- (a) approve the expenditure for the funding of voluntary organisations as detailed in the business case in Appendix A of the report;
- (b) agree to no longer provide grant funding to Scottish Care; and
- (c) make the direction in Appendix B of the report to Aberdeen City Council and instruct the Chief Officer to issue that Direction to Aberdeen City Council.

The Board resolved:-

- (i) to note the business case in Appendix A of the report;
- (ii) to approve the expenditure for the funding of voluntary organisations detailed at Appendix A of the report for a period of 12 months to 31 March 2026;
- (iii) to agree to no longer provide grant funding to Scottish Care;
- (iv) to amend the timescale of the Direction to Aberdeen City Council in Appendix B to an end date of 31 March 2026;
- (v) to make the amended Direction and instruct the Chief Officer to issue that amended Direction to Aberdeen City Council;
- (vi) to instruct the Chief Officer to bring back a report on the future funding of grant funded services beyond 31 March 2026 to the meeting of the IJB on 2 December 2025;
- (vii) to instruct the Commissioning Lead to include qualitative feedback from service users as part of participant reviews in the Service Review at Appendix D of report HSCP.25.021 and to bring this back to the meeting of the IJB on 2 December 2025; and

INTEGRATION JOINT BOARD

18 March 2025

- (viii) to instruct the Commissioning Lead to issue a Service Update no later than 31 July 2025 in respect of provision of all Counselling Services.

DRAFT STRATEGIC PLAN - HSCP.25.020

7. The Board had before it the draft ACHSCP Strategic Plan for the period 2025-2029, prepared by the Strategy and Transformation Lead.

The report recommended:-

that the Board:

- (a) approve the draft ACHSCP Strategic Plan 2025-2029, the Evidence Document, and the Consultation and Engagement Plan as detailed in appendices A to C of the report;
- (b) instruct the Chief Officer to consult with the public including academics linked to the Health Determinants Research Collaboration, on the draft commencing 24 March 2025 and ending 14 May 2025 (in time for report preparation for the IJB meeting on 1 July 2025);
- (c) note that the consultation would be undertaken jointly with Aberdeen City Council's Local Housing Strategy, Community Learning and Development Plan and Local Development Plan;
- (d) instruct the Chief Officer to update the draft IJB Strategic Plan 2025-2029 following feedback and comments received from the consultation process and present the proposed final version to the IJB meeting on 1 July 2025 for approval;
- (e) instruct the Chief Officer to also present the first Annual Delivery Plan of the Strategic Plan 2025-2029 to the IJB meeting on 1 July 2025 for approval; and
- (f) note that the Integrated Impact Assessment (IIA) was underway, was being informed by engagement and consultation, and would be presented along with the final Strategic Plan.

The Board had before it an amendment from Councillor Malik:-
that the Board -

- (1) note the recommendations within the Report;
- (2) agree that any Strategic Plan is just words without actions or finance to carry out those actions; and
- (3) agree any Strategic Plan should be based on what we can do not what we cannot do, therefore instruct the Chief Officer to present the Annual Delivery Plan alongside the Draft Strategic Plan 2025-2029 to the IJB meeting on 1 July 2025 for approval based on what the IJB can do rather than what it cannot do, due to financial restraints.

Councillor Malik's amendment failed to attract a seconder and was therefore not put to the vote, in accordance with Standing Order 23.9.

INTEGRATION JOINT BOARD

18 March 2025

The Board resolved:-

- (i) to instruct the Strategy and Transformation Lead to incorporate amendments to the consultation and engagement around (1) BSL users and recognising the needs of that community; and (2) enhancement of closing the feedback loop in respect of signposting to services; and
- (ii) to otherwise approve the recommendations.

At this juncture, Councillor Malik intimated that he did not agree with the recommendations and would not support them, and asked for it to be recorded in the minute. However he thanked all officers, Councillor Bonsell for her time on the IJB, and the outgoing Chief Operating Officer but expressed his concern that the Board was not sufficiently robust in debating crucial issues.

LOCAL HOUSING CONTRIBUTION STATEMENT - HSCP.25.022

8. The Board had before them the first draft of the Housing Contribution Statement and Local Housing Strategy, prepared by the Strategy and Transformation Lead.

The report recommended:-

that the Board:

- (a) note the content of both the draft Housing Contribution Statement and draft Local Housing Strategy and the links between those and the IJB Strategic Plan;
- (b) note that the final Housing Contribution Statement would be informed by feedback from the consultation on both the IJB Strategic Plan and the Local Housing Strategy; and
- (c) instruct the Chief Officer to update the draft Housing Contribution Statement following feedback and comments received from the consultation on both the IJB Strategic Plan and the Local housing Strategy and present the proposed final version to the IJB meeting on 1 July 2025 for approval.

The Board resolved:-

to approve the recommendations.

VALEDICTORY

9. The Vice Chair advised that as this was Councillor Cooke's last meeting as Chair of the IJB, he wished to formally record his thanks to the Chair for his tenure.

The Board resolved:-

to note the Vice Chair's remarks.

INTEGRATION JOINT BOARD
18 March 2025

IJB MEETING - 13 MAY 2025

10. The Board had before it the date of the next Integration Joint Board meeting as 13 May 2025.

The Board resolved:-

to note the date of the next meeting.

- **COUNCILLOR JOHN COOKE, Chair.**



Risk, Audit and Performance Committee

Minute of Meeting

**Tuesday, 25 February 2025
10.00 am Virtual - Remote Meeting**

ABERDEEN, 25 February 2025. Minute of Meeting of the RISK, AUDIT AND PERFORMANCE COMMITTEE. Present: Councillor Martin Greig Chair; and Councillor John Cooke and Hussein Patwa.

Also in attendance: Fraser Bell, Jamie Dale (Chief Internal Auditor), John Forsyth, Graham Lawther, Calum Leask, Anne MacDonald (Audit Scotland), Alison MacLeod, Amy McDonald and Fiona Mitchelhill.

Apologies: Ritchie Johnson.

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. There were no Declarations of Interest or Transparency Statements.

DETERMINATION OF EXEMPT BUSINESS

2. There was no exempt business.

MINUTE OF PREVIOUS MEETING OF 3 DECEMBER 2024

3. The Committee had before it the minute of its previous meeting of 3 December 2024, for approval.

The Committee resolved:-

to approve the minute as a correct record.

BUSINESS PLANNER

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

RISK, AUDIT AND PERFORMANCE COMMITTEE

25 February 2025

The Committee resolved:-

- (i) to note the reasons outlined for the deferral of the reports at lines 10 and 17 (Whistleblowing Updates and Board Assurance and Escalation Framework) and the removal of line 11 (Financial Position Update);
- (ii) to instruct the Chief Operating Officer and Business Manager to raise staff awareness of the Whistleblowing Policy through the regular communications to staff; and
- (iii) to otherwise agree the Planner.

ANNUAL REVIEW OF FINANCIAL REGULATIONS AND RESERVES POLICY - HSCP.25.011

5. The Committee had before it a report prepared by the Chief Finance Officer presenting the findings of a financial governance review, a revised version of the IJB's Financial Regulations and an updated Reserves Policy.

The report recommended:-

that the Committee:

- (a) approve the revised Financial Regulations, as at appendix A;
- (b) approve the revised Reserves Policy, as at appendix B; and
- (c) instruct the Chief Finance Officer to review the IJB's Financial Regulations and the Reserves Policy and present those to the Risk, Audit and Performance committee for agreement.

The Committee resolved:-

- (i) to agree the revised Financial Regulations, as at Appendix A of the report;
- (ii) to agree the revised Reserves Policy, as at Appendix B of the report;
- (iii) to instruct the Chief Finance Officer to review the IJB's Financial Regulations and the Reserves Policy and present those to the Risk, Audit and Performance Committee for agreement; and
- (iv) to note that the Regulations and Reserves Policies would be presented to the IJB for approval.

INTERNAL AUDIT UPDATE REPORT - HSCP.25.012

6. The Committee had before it a report prepared by the Chief Internal Auditor providing an update on Internal Audit's recent work on the progress against the approved Internal Audit plans, audit recommendations follow up, and other relevant matters.

The report recommended:-

that the Committee:

RISK, AUDIT AND PERFORMANCE COMMITTEE

25 February 2025

- (a) note the contents of the RAPC - Internal Audit Update Report February 2025 as appended at Appendix A, and the work of Internal Audit since the last update; and
- (b) note the progress against the approved 2024/25 Internal Audit Plan as detailed in the Internal Audit Update Report.

The Committee resolved:-

to agree the recommendations.

INTERNAL AUDIT PLAN 2025-28 - HSCP.25.013

7. The Committee had before it a report prepared by the Chief Internal Auditor seeking approval of the Internal Audit Plan for the Aberdeen City Integration Joint Board for 2025-28.

The report recommended:-

that the Committee approve the Internal Audit Plan for 2025-28 as attached at Appendix A of the report.

The Committee resolved:-

to agree the recommendation.

QUARTERLY PERFORMANCE REPORTS AGAINST THE DELIVERY PLAN - Q3 UPDATE - HSCP.25.014

8. The Committee had before it a report provided by the Transformation Programme Manager providing an update on 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 assurance that progress was being made in achieving the Delivery Plan as shown in the Delivery Plan Quarter 3 Summary, the Tracker and Dashboard as appended to the report.

The Committee resolved:-

to note the information provided.

DATE OF NEXT MEETING - 30 APRIL 2025

9. The Committee had before it the date of the next meeting: Tuesday 30 April

RISK, AUDIT AND PERFORMANCE COMMITTEE
25 February 2025

2025 at 10am.

The Committee resolved:-

to note the date of the next meeting.

- **COUNCILLOR MARTIN GREIG, Chair.**



CLINICAL AND CARE GOVERNANCE COMMITTEE

ABERDEEN, 11 March 2025. Minute of Meeting of the CLINICAL AND CARE GOVERNANCE COMMITTEE. Present:- Mark Burrell Chairperson; and Councillor Jennifer Bonsell and Councillor Lee Fairfull.

In attendance: Caroline Howarth, Claire Wilson, Rachael Little, Elaine Morrison, Shona Omand-Smith, Kay Diack, Vicki Johnstone and Mark Masson (Clerk).

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.

WELCOME AND APOLOGIES

1. The Chairperson welcomed everyone to the meeting.

Apologies for absence were intimated on behalf of Professor David Blackburn, Lizzy Archibald and Martin Allan.

The Clerk advised that Lizzy Archibald had replaced Lynn Morrison as the Allied Health Professional Lead on the Committee.

DECLARATIONS OF INTEREST AND TRANSPARENCY STATEMENTS

2. There were no declarations of interest or transparency statements intimated.

MINUTE OF PREVIOUS MEETING OF 17 DECEMBER 2024, FOR APPROVAL

3. The Committee had before it the minute of its previous meeting of 17 December 2024, for approval.

In relation to article 8(ii) of the minute, the Clerk advised that the briefing note providing an update on the Care Home had been circulated to members on 24 February 2025.

The Committee resolved:-
to approve the minute.

BUSINESS PLANNER

4. The Committee had before it their Business Planner for consideration.

CLINICAL AND CARE GOVERNANCE COMMITTEE

11 March 2025

The Committee resolved:-

to note the Business Planner.

CCG GROUP MONITORING REPORT - UPDATE - HSCP.25.015

5. The Committee had before it a report by Caroline Howarth and Arlene Hurst which presented data and information to provide assurance that operational activities were being delivered and monitored effectively and that patients, staff and the public were being kept safe whilst receiving high quality service from Aberdeen City Health and Social Care Partnership (ACHSCP). The full sector reports were appended to the report.

The report recommended:-

that the Committee –

- (a) agree this report provides assurance to the committee that work is being undertaken to mitigate any risks; and
- (b) highlight any observations on the information contained in the report and in appendices A and B.

Caroline Howarth provided an overview of the report, specifically relating to the following:-

- Staffing Pressures and Further Reduction to the Working Week;
- Integration of the hosted in-patient mental health services;
- The overall number of complaints, compliments and concerns across both Aberdeen City Council (ACC) and NHS Grampian; and
- The Operational Risk Registers.

In response to a question, Shona Omand-Smith provided information regarding predominant virtual services relating to podiatry, which was helping to reduce waiting lists.

Caroline Howarth provided further information regarding the GP Vision Patient Management System.

The Committee then discussed the issues surrounding Abortion Care Services in Moray; the ongoing work to prevent pregnancy in Grampian; and staff absences in relation to Mental Health Services, particularly making reference to the introduction of initiatives which have helped to reduce absences at the Royal Cornhill Hospital.

The Committee resolved:-

- (i) that in relation to the Substance Misuse Service, to note that Claire Wilson would circulate details to Councillor Bonsell regarding the source of the ring fenced monies to increase staffing to the recommended level and to support service redesign and implementation has been offered; and
- (ii) to otherwise approve the recommendations contained within the report.

CLINICAL AND CARE GOVERNANCE COMMITTEE

11 March 2025

LESSONS LEARNED

6. In the absence of Martin Allan, the Chairperson made reference to the current wording on the Aberdeen City Health and Social Care Partnership website as follows:-

"Aberdeen City Health and Social Care Partnership are required by the Scottish Public Services Ombudsman to publish on a quarterly basis information on complaints outcomes and actions taken to improve services. The focus of this should be on improving positive communication with customers on the value of complaining, on promoting good practice and lessons learned. This could take the form of case studies, examples of how complaints have helped improve services, or 'you said, we did' notifications"

Members discussed whether there were any themes or lessons learned, during which the following was raised:-

- it was recognised that there were pressures on staff; and
- it was acknowledged that the initiatives introduced at Royal Cornhill Hospital had been well received.

The Committee resolved:-

to note the information provided.

GENERAL AND SPECIALIST MENTAL HEALTH AND LEARNING DISABILITY SERVICES (MHLDS) – DISCHARGE WITHOUT DELAY REPORT - HSCP.25.017

7. With reference to article 9 of the minute of the previous meeting of 17 December 2024, the Committee had before it a joint report by Claire Smith, Lead Nurse and Kay Diack, Strategic Home Pathways Lead, which provided an update on improvement activity within Specialist Mental Health and Learning Disability services as well as General ACHSCP services in relation to the national strategic oversight of Discharge Without Delay (DWD).

The report recommended:-

that the Committee –

- (a) note the latest data regarding the rate of delayed discharges across Specialist MHLDS services and general ACHSCP services; and
- (b) agree that this report provides assurance to the committee regarding the progress made against the improvement plans to lower the number of delayed discharges.

Kay Diack provided an overview of the report, explaining that there had been a significant reduction in delayed discharges at Royal Cornhill Hospital and other City partnership facilities, however as an update to the report, which stated that there were 49 delayed discharges, she intimated that as of today, they had been further reduced to 39.

CLINICAL AND CARE GOVERNANCE COMMITTEE

11 March 2025

Kay made reference to the benchmark figure of 45 delayed discharges set by the Scottish Government in May 2024; and a slightly updated action plan to be submitted to the next meeting, which will incorporate national collaborative working, being driven by Douglas Loudon, NHS Tayside.

Claire Wilson highlighted the significant streamlined improvements which had been made as a result of the focussed and targeted work now being undertaken by hospital social work, instead of community social work.

The Committee resolved:-

to approve the recommendations contained within the report.

CCG CARE HOME COLLABORATIVE UPDATE - HSCP.25.016

8. With reference to article 8 of the minute of the previous meeting of 17 December 2024, the Committee had before it a report by Elaine Morrison, Lead Nurse, which provided an update on the current status of two care homes in Aberdeen, including mitigations put in place to deal with issues highlighted and the current status of both.

The report recommended:-

that the Committee –

- (a) agree this report provides assurance to the Committee that work is being undertaken to mitigate any risks; and
- (b) highlight any observations on the information contained in the report.

Elaine Morrison provided a summary of the report and she and Claire Wilson responded to questions from members.

The Committee resolved:-

- (i) to acknowledge the significant input from the respective teams in relation to the successful and timely movement of patients following the recent closure of a care home; and
- (ii) to otherwise approve the recommendations contained within the report.

ITEMS WHERE ESCALATION TO IJB IS REQUIRED

9. The Committee considered whether any items required escalation to the IJB.

The Committee resolved:-

that no items be escalated to the IJB at this time.

CLINICAL AND CARE GOVERNANCE COMMITTEE

11 March 2025

AOCB - SIGNIFICANT EVENT ANALYSIS REVIEW

10. The Chairperson raised the issue of Significant Event Analysis Reviews (SEAR's), seeking further information from those present in terms of whether they would be submitted to the Committee for assurance/monitoring purposes and whether there were any issues, risks or concerns relating to reviews being conducted in the City.

It was noted that SEAR was a term and process/policy used by NHS Grampian (Secondary Care), and Aberdeen City Council Social Work undertake Significant Case Reviews.

Rachael Little provided information on the SEAR policy advising that further details could be found in the NHS Grampian Management of and Learning from Adverse Events Policy.

The Committee resolved:-

- (i) to note that Caroline Howarth and Rachael Little would raise the issue of SEAR's at the next meeting of the Clinical and Care Governance Group to determine whether there were any concerns or issues relating to capacity/timing etc; and
 - (ii) to note that Claire Wilson would also liaise with Judith Mclenan on whether she could provide an update on SEAR's in due course.
- **MARK BURRELL, Chairperson**

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	A	B	C	D	E	F	G	H	I	J
1	Dates, Deadlines & Contacts									
2	INTEGRATION JOINT BOARD BUSINESS PLANNER - The Business Planner details the reports which have been instructed by the Board as well as reports which the Functions expect to be submitting for the calendar year.									
3	Date Created	Report Title	Minute Reference/Committee Decision or Purpose of Report	Report Number	Report Author	Lead Officer / Business Area	ORGANISATION ACHSCP/ACC/NHSG	Update/Status	Delayed/ Deferred or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
4	2025/26 Meetings									
5	13 May 2025									
6	04 February 2025	Appointment of Chair	To note the new Chair and term of appointment.	HSCP.25.029	Emma Robertson	Governance	ACC			
7	Standing Item	Video Presentation	To note the regular video presentation from a choice of partner organisations							
8	Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer - including instruction from the IJB on 24 September 2024 for CO to report the outcomes of the eMAR project to the IJB in May 2025.	HSCP.25.028	Graham Lawther	Fiona Mitchelhill	ACHSCP			
9	19 November 2024	Financial Position Update	On 19 November 2024 at the IJB, Members agreed that a finance update would be presented to every IJB and RAPC meeting going forward.	HSCP.25.030	Amy McDonald	Fiona Mitchelhill	ACHSCP			
10	Standing Item	Annual Resilience report - Inclusion of Integration Joint Boards as Category 1 Responders under Civil Contingency Act 2004	To provide information of the inclusion of IJB's as Category 1 Responders, in terms of the Civil Contingencies Act 2004 and an outline of the requirements that this inclusion involves. Annual report, last considered at IJB on 7 May 2024.	HSCP.25.031	Martin Allan	Martin Allan	ACHSCP			
11	Standing Item	Annual Review of Financial Regulations and Reserves Policy	To present the findings of a financial governance review, a revised version of the IJB's Financial Regulations and an updated Reserves Policy for approval - RAPC noted on 25 February 2025 but needs IJB approval.	HSCP.25.035	Sarah Gibbon	Amy McDonald	ACHSCP			
12	10 April 2025	Recruitment and Selection Process for Chief Finance Officer	To seek approval of the approach to recruiting a Chief Finance Officer of the IJB, including recommendations for approval in respect of the job profile for the role, the recruitment selection process and the constitution of an appointment panel for the final selection panel interview.	HSCP.25.038	Alison Paterson	People and Citizen Services	ACC			
13	19 November 2024	Out of Hours Primary Care (GMED) Service	To seek approval of the proposed redesign recommendations - Report HSCP.24.084 on 19 November 2024 advised that updates would be provided to the IJB as the redesign continued - anticipated that proposals would be presented to the Aberdeen City IJB in spring 2025.		Magdalena Polcik-Miniach/ Isia Whyte	HSCP Moray	HSCP Moray		T	Propose transfer to IJB Insights Session on 9 September 2025 (as per Aberdeenshire).
14	Standing Item	Progress on EOMF and Review of Equality Outcomes}	This year the report will be incorporated into the biennial review (below) so only one report will come this year.		Alison Macleod	Alison MacLeod	ACHSCP		R	Propose removal and issue as a Service Update instead as no decision required by the IJB (noting report).
15	30.11.22	Biennial Progress report on delivery of our Equality Outcomes and Mainstreaming Framework }	To approve publication and submission of the report to the Equality and Human Rights Commission This is a statutory obligation to report on progress every two years after approval; reported in May 2021 and April 2023 (HSCP.23.024). Incorporated with line above.		Alison Macleod	Alison MacLeod	ACHSCP		R	Propose removal and issue as a Service Update instead as no decision required by the IJB (noting report).
16	19 November 2024	GIRFE Toolkit - Update on Work			Shona Omand-Smith				R	Propose removal and issue as a Service Update instead as no decision required by the IJB (noting report).
17	04 February 2025	Review of Hosted Services including Abortion Care	On 4 February 2025, Members agreed to instruct the Strategy and Transformation Lead to report back to the IJB in May 2025 on the proposed actions following the recommendations of the review of hosted services.		Alison MacLeod	Strategy and Transformation	ACHSCP		R	Propose removal and issue as a Service Update instead as no decision required by the IJB (noting report).
18	06.01.2025	Improving Transitions	To present an update on activity to improve the transitions of people from children's services to adult services.		Jenny Rae/ Kimberley Craik	Kevin Dawson	ACHSCP		T	Request approval to transfer to CCG in order to allow discussion around the new model and ensure quality oversight that is required, otherwise would have just been for noting at IJB.
19	1 July 2025									
20	Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer		Graham Lawther	Fiona Mitchelhill	ACHSCP			
21	Standing Item	Video Presentation	To note the regular video presentation from a choice of partner organisations							
22	19 November 2024	Financial Position Update	On 19 November 2024 at the IJB, Members agreed that a finance update would be presented to every IJB and RAPC meeting going forward.		Amy McDonald	Fiona Mitchelhill	ACHSCP			
23	22.08.23	Rosewell House - Evaluation	On 22 August 2023 IJB agreed: (1) to approve an extension of the integrated facility at Rosewell House to 31 December 2025; and (2) Request a further report to be brought in Summer 2025 to determine the future direction of Rosewell House with consideration given to the next iteration of the Partnership's Strategic Plan.		Calum Leask / Fiona Mitchelhill	Alison MacLeod and Fiona Mitchelhill	ACHSCP			
24	09 July 2024	Creating Hope Together: Scotland's Suicide Prevention Strategy and Action Plan	To note the published national Suicide Prevention Strategy and Action Plan and to provide assurance on activities locally. This was presented to the IJB on 25 April 2023, when Members instructed the Chief Officer to provide an update on progress annually. Last update was 9 July 2024.		Kevin Dawson / Jennifer Campbell	Alison MacLeod and Kevin Dawson	ACHSCP			
25	04.11.2022	IJB Scheme of Governance Annual Review	To present the revised Scheme of Governance and seek approval of the revised Standing Orders and Terms of Reference. This is an annual review, previously presented on 7 June 2022, 25 April 2023 and 9 July 2024.		Jess Anderson/John Forsyth/Vicki Johnstone	Jenni Lawson	ACHSCP			

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26	24 September 2024	Digital Innovation Programme: Technology Enabled Care	On 24/09/24 HSCP.24.071: to instruct the Chief Operating Officer to report back within 9 months with a Full Business Case in respect of Technology Enabled Care and to seek external funding opportunities, including with the Scottish Government, to support the delivery of a Full Business Case.		James Maitland	Claire Wilson	ACHSCP			
27	07.05.2024	Final Strategic Plan	On 18 March 2025 (i) to instruct the Chief Officer to update the draft IJB Strategic Plan 2025-2029 following feedback and comments received from the consultation process and present the proposed final version to the IJB meeting on 1 July 2025 for approval; and (ii) to instruct the Chief Officer to also present the first Annual Delivery Plan of the Strategic Plan 2025-2029 to the IJB meeting on 1 July 2025 for approval.		Alison MacLeod	Alison MacLeod	ACHSCP			
28	06 March 2025	Housing Contribution Statement	On 18 March 2025 - to instruct the Chief Officer to update the draft Housing Contribution Statement following feedback and comments received from the consultation on both the IJB Strategic Plan and the Local housing Strategy and present the proposed final version to the IJB meeting on 1 July 2025 for approval.		Alison MacLeod	Fiona Mitchelhill	ACHSCP			
29	14 April 2025	Annual ADP Reporting Survey	Questionnaire for the Alcohol and Drugs Partnership (ADP) Annual Reporting Survey for the 2024/25 financial year. The submission should be signed off by the ADP and the Integration Joint Board. The deadline for returns to SG Substance Use Analytical Team is 13 June 2025 but if necessary, the response may be submitted prior to sign off to allow for variation in timings of meetings.		Simon Rayner	Fiona Mitchelhill	ACHSCP			
30	09 July 2024	Locality Planning Annual Performance reports			Iain Robertson	Alison MacLeod, Strategy and Transformation	ACHSCP		T	Request to transfer to RAPC: On 9 July 2024, Members agreed to instruct the Strategy and Transformation Lead to present Locality Planning annual performance reports to the Risk, Audit, and Performance Committee beginning in June 2025.
31	30 September 2025									
32	Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer		Graham Lawther	Fiona Mitchelhill	ACHSCP			
33	Standing Item	Video Presentation	To note the regular video presentation from a choice of partner organisations							
34	19 November 2024	Financial Position Update	On 19 November 2024 at the IJB, Members agreed that a finance update would be presented to every IJB and RAPC meeting going forward.		CFO	Fiona Mitchelhill	ACHSCP			
35		Audited Final Accounts 2024/25 including the External Auditor's Annual Audit Report	Emma R to check with Amy and Anne MacDonald							
36	29.11.22	Climate Change Project and Reporting	To seek approval for the submission of the climate change report to the Scottish Government. Report HSCP.24.080 presented on 19 November 2024.		Calum Leask/ Sophie Beier	Alison MacLeod	ACHSCP	September or December 2025 - check submission date to SG		
37	Standing Item	ACHSCP Annual Performance Report	To seek approval to publish the the ACHSCP Annual Report for 2024/25 and to instruct the Chief Officer to present this to ACC and NHSG (last presented 24/09/24).		Alison MacLeod / Calum Leask	Alison MacLeod	ACHSCP			
38	Standing Item	Strategic Risk Register	To present an updated version of the Integrated Joint Board's (IJB) Strategic Risk register. Last presented 24/09/24.		Martin Allan	Martin Allan	ACHSCP			
39	10.10.23	Strategic Review of Neuro Rehabilitation Pathway - Phase 1 Evaluation	On 10 October 2023 IJB agreed to instruct the Chief Officer to report an evaluation of Phase 1 to the Integration Joint Board in autumn 2025 before Phase 2 commences.		Sarah Gibbon	Julie Warrender	ACHSCP	Deferred from September 2024 as implementation was delayed.		
40	2 December 2025									
41	Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer		Graham Lawther	Fiona Mitchelhill	ACHSCP			
42	Standing Item	Video Presentation	To note the regular video presentation from a choice of partner organisations							
43	19 November 2024	Financial Position Update	On 19 November 2024 at the IJB, Members agreed that a finance update would be presented to every IJB and RAPC meeting going forward.		CFO	Fiona Mitchelhill	ACHSCP			
44		Health and Social Care Partnership Meeting Dates 2026-27	To seek approval of the Integration Joint Board (IJB), Risk Audit and Performance Committee (RAPC) and Clinical and Care Governance Committee (CCGC) meeting dates for 2026-27.		Emma Robertson	Alan Thomson	ACC	02 December 2025		
45	23.09.21	Primary Care Improvement Plan Update	Annual update report. HSCP.24.078 reported to IJB on 19 November 2024.		Emma King / Alison Penman	Emma King	ACHSCP	02 December 2025		
46	01.11.2023	Chief Social Work Officer's Annual Report	To inform Members of the role and responsibilities exercised by the Chief Social Work Officer; to provide information on the delivery of statutory social work services and decision making in the period; and to give a progress report on key areas of social work provision within Aberdeen City. Last presented to IJB on 19 November 2024		Graeme Simpson	Eleanor Sheppard	ACC	02 December 2025		

	A	B	C	D	E	F	G	H	I	J
2	INTEGRATION JOINT BOARD BUSINESS PLANNER - The Business Planner details the reports which have been instructed by the Board as well as reports which the Functions expect to be submitting for the calendar year.									
3	Date Created	Report Title	Minute Reference/Committee Decision or Purpose of Report	Report Number	Report Author	Lead Officer / Business Area	ORGANISATION ACHSCP/ACC/NHSG	Update/Status	Delayed/ Deferred or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
47	4.11.24	Audited Final Accounts 2024/25 including the External Auditor's Annual Audit Report	To consider and approve the audited final accounts for 2024/25.		CFO/ Anne MacDonald	Amy McDonald/ Audit Scotland	Audit Scotland	Late 2025		
48	27.05.2024	North East Population Alliance Strategic Partnership Agreement	To provide an annual progress report on the strategic partnership agreement (Memorandum of Understanding with Public Health Scotland). On 19 November 2024: agrees to instruct the Chief Officer to provide a progress report to the IJB on the second year of the operation of the Strategic Partnership Agreement.		Martin Murchie	Data Insights	ACC Corporate Services			
49	18 March 2025	Grant Funding for Voluntary Organisations	On 18 March 2025: to instruct the Chief Officer to bring back a report on the future funding of grant funded services beyond 31 March 2026 to the meeting of the IJB on 2 December 2025; and to instruct the Commissioning Lead to include qualitative feedback from service users as part of participant reviews in the Service Review at Appendix D of report HSCP.25.021 and to bring this back to the meeting of the IJB on 2 December 2025.		Shona Omand-Smith	Fiona Mitchelhill	ACHSCP			
50	3 February 2026									
51	Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer		Graham Lawther	Fiona Mitchelhill	ACHSCP			
52	Standing Item	Video Presentation	To note the regular video presentation from a choice of partner organisations							
53	04.02.2025	Grampian Vaccination and Immunisation Annual Report 2025	Annual paper on Vaccine Uptake across all programmes and particularly the Childhood Immunisations Improvement Action Plan. Last approved on 4 February 2025.		Clare-Louise Walker/ Jo Hall	Sandy Reid	ACHSCP/ ACVC			
54	16.08.22	Fast Track Cities	To provide an annual update on the actions against the action plan submitted to the Integration Joint Board (IJB) on 21 January 2020. This is an annual report. Last presented to IJB on 4 February 2025.		Daniela Brawley / Lisa Allerton	Sandy Reid	ACHSCP			
55	31.01.2023	Carers' Strategy	To provide an update and annual review of the strategy approved by IJB on 31 January 2023. Members agreed on 31.01.23 to instruct the Chief Officer of the IJB to report back on progress with the Carer Strategy and Action Plan annually. Reported to IJB on 6 February 2024.		Stuart Lamberton/ Grace Milne	Alison MacLeod	ACHSCP			
56	17 March 2026 - Budget									
57	Standing Item	IJB Budget	To approve the Budget.		CFO	Amy McDonald	ACHSCP			
58	Standing Item	Medium Term Financial Forecast	The estimated 4 year Medium Term Financial Forecast		CFO	Amy McDonald	ACHSCP			
59	2026 and dates TBC									
60	24 September 2024	National Care Service	From Fraser Bell on 19 November 2024 - Scottish Government has confirmed that they are seeking to postpone start of Stage 2 process and we'll get new dates in due course. Therefore date for IJB is TBC.		Fiona Mitchelhill	Fiona Mitchelhill	ACHSCP	TBC		
61	22 March 2024	Outcome of IJB Culture Research Project	Presented to the IJB on 7 May 2024 - suggestion to recommission in 12-18 months.		Alison McLeod	Alison MacLeod	ACHSCP	TBC late 2026		
62	30.08.24	Health and Care Experience Report 2025-2026	To present findings from the Health and Care Experience survey for 2025/26. Due in September 2026, last presented 24/09/24.		Calum Leask	Alison MacLeod	ACHSCP	September 2026		
63	27.08.2024	Review of Whistleblowing Policy	Due in 2026		Martin Allan	Fraser Bell	ACHSCP	2026		
64	07.05.2024	Morse Community Electronic Patient Record Evaluation and Contract Renewal	On 7 May 2024, Members agreed :(i) to note the Morse Evaluation appended at Appendix B of the report; and (ii) to approve a further three year contract with Cambric, running from October 2024, to supply Morse as an Electronic Patient Record for Community Nursing, Hospital at Home, Macmillan Nursing, Health Visiting and School Nursing Services		Michelle Grant	Alison MacLeod, Strategy and Transformation	ACHSCP	TBC May 2027		
65	09 July 2024	Evaluation of Aberdeen City Vaccination and Wellbeing Hub	To provide an evaluation of the Aberdeen City Vaccination and Wellbeing Hub. See report HSCP.24.047 on 9 July 2024.		Caroline Anderson	Fiona Mitchelhill	ACHSCP	Early 2028		
66	04.02.2025	GP Vision Update	On 4 February 2025, the IJB resolved to instruct the Chief Officer to report back to the Integration Joint Board by spring 2026 with a progress update on the implementation of the vision and objectives.		Alison Chapman/ Emma King	Fiona Mitchelhill	ACHSCP	Spring 2026		
67	06 March 2025	Draft Debt Recovery (Mental Health Moratorium) (Scotland) Regulations	To update members on the impact to the IJB of any Regulations approved by the Scottish Parliament which apply a mental health moratorium to debt.		Fiona Mitchelhill	Fiona Mitchelhill	ACHSCP	TBC		

	A	B	C	D	E	F	G	H	I	J
2	INTEGRATION JOINT BOARD BUSINESS PLANNER - The Business Planner details the reports which have been instructed by the Board as well as reports which the Functions expect to be submitting for the calendar year.									
3	Date Created	Report Title	Minute Reference/Committee Decision or Purpose of Report	Report Number	Report Author	Lead Officer / Business Area	ORGANISATION ACHSCP/ACC/NHSG	Update/Status	Delayed/ Deferred or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
68	Service Updates									
69	18 March 2025	Grant Funding - Counselling Services	On 18 March 2025 - instruct the Commissioning Lead to issue a Service Update no later than 31 July 2025 in respect of provision of all Counselling Services.		Shona Omand-Smith	Fiona Mitchelhill	ACHSCP			
70										
71										
72										
73										
74										

IJB Insights January 2025 - March 2026

(NB: all 1000-1200, hybrid)

Date	Agenda	Presenter
10th June 2025	1. Culture	Alison
	2. Horizon Scanning	Alison
	3. Strategic Plan/ Budget/ Risk	Alison/Amy/Martin
	4. Deep Dive on AI	James Maitland
	5. 3rd Sector Funding	Maggie Hepburn
9th September 2025	1. Culture	Alison
	2. Horizon Scanning	Alison
	3. Justice Social Work	Claire Wilson/ Val Vertigans
	4. Annual Performance Report	Alison
	5. GMEDS Update	Magdalena Polcik-Miniach
11th November	1. Culture	Alison
	2. Horizon Scanning	Alison
	3. TBC	
	4. TBC	
13th January 2026	1. Culture	Alison
	2. Horizon Scanning	Alison
	3. TBC	
	4. TBC	
17th February 2026	1. Culture	Alison
	2. Horizon Scanning	Alison
	3. Budget and MTFF	Amy McDonald
	4. Year 2 Delivery Plan	Alison

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INTEGRATION JOINT BOARD

Date of Meeting	13 May 2025
Report Title	Chief Officer's Report
Report Number	HSCP.25.028
Lead Officer	Fiona Mitchelhill, Chief Officer
Report Author Details	Graham Lawther Communications Business Partner glawther@aberdeencity.gov.uk
Consultation Checklist Completed	Yes
Directions Required	No
Exempt	No
Appendices	None
Terms of Reference	5

1. Purpose of the Report

- 1.1. The purpose of the report is to provide the Integration Joint Board with an update from the Chief Officer on recent and upcoming activities.

2. Recommendations

It is recommended that the Integration Joint Board:

- a) Notes the detail contained within the report.

3. Strategic Plan Context

- 3.1. The Chief Officer's report highlights areas of Aberdeen City Health and Social Care Partnership (ACHSCP) activity which are relevant to the delivery of the Strategic Plan.



INTEGRATION JOINT BOARD

4. Summary of Key Information

4.1 Local updates

4.1.1 Countesswells Hub

A new health and wellbeing clinic opened on Wisely Place, Countesswells, on 3 March 2025 to serve the needs of the new and still emerging 3,000-home Countesswells housing development.

The clinic has two consulting rooms, a public waiting area, a fully accessible public toilet, a staff room, and clinical waste and cleaners' stores. A screen in the waiting area shows a range of public health messages.

Services are being provided by Aberdeen City Health & Social Care Partnership (ACHSCP) on the Community Treatment and Care (CTAC) model. They include child immunisation, venepuncture, chronic disease management, suture and staple removal, blood pressure testing and diabetic foot screening. Services from Health Visiting and Speech and Language Therapy are also being provided.

The services were selected using a scoring process to pinpoint what the community will most need. The predominant demographic of the new community is younger people and families, which led to a special emphasis on health visiting and child immunisations.

The new hub is open Mon-Fri, 9am-5pm, with services provided by appointment only.

Services operating from the building are timetabled to ensure they run at the most beneficial times for patients. The system has been designed to be flexible and so, over time, changing circumstances may see services adapt in line with patient needs.

The unit was purchased by NHS Grampian with capital funding and provides a modern and welcoming facility, using developer obligations for equipment and furnishings as part of the local authority planning process.

4.1.2 Mental Health and Learning Disability (MHL) bed base review

Grampian Mental Health and Learning Disability Board have commissioned phase 2 of the Grampian MHL Bed Base Review.

The programme of work aligns to the Grampian Plan for the Future and key national strategies, including the Mental Health and Wellbeing Strategy, and the Adult Secondary Care Core Mental Health Standards.

Phase 1 of the programme involved colleagues from the health and social care partnerships across Grampian, along with stakeholder agencies. Over the course of two in-person workshops, seven key priorities were pinpointed from the data. Storyboards were created of how colleagues could re-envision the Grampian MHLDS bed base by



INTEGRATION JOINT BOARD

transforming service-delivery models and using the resource in a cross-system pathways way.

The review aims to ensure that those who need an in-patient mental health bed receive a timely, safe and effective service in the right timeframe – and ensure the provision of sustainable services.

The review is also identifying opportunities for people to be better supported in their own community, with a focus on recovery and sustaining wellness, and seeks to develop wider engagement with staff and partners (including users of mental health services), using data and intelligence to improve the service offered.

Lead officers have been identified to progress the seven priority actions and will report into the Grampian MHLB Board. The close-out report from Phase One is being shared with the Grampian MHLB Board in May 2025, alongside the commissioning documentation for Phase 2. A report will be brought to the Aberdeen City IJB on 1 July 2025, concurrent with reporting to Aberdeenshire and Moray IJBs.

The Discharge Planning Improvement Group for MHLB services continues to make progress in reducing delayed discharges. Since the work began at Royal Cornhill Hospital, there has been a 40% reduction in delayed discharges. Improved data and collaborative efforts have led to better decision-making and coordinated care across the service. This work has been supported by Healthcare Improvement Scotland.

4.1.3 Aberdeen City Vaccination and Wellbeing Hub winter/spring programme 2024/25

For winter 2024, both covid-19 and flu vaccinations were offered to the following groups in Scotland:

- residents in care homes for older adults
- all adults aged 65 and over
- individuals aged 6 months and over who are in a clinical at-risk group, including pregnant women
- frontline health & social care workers
- staff in care homes for older adults.

As per the 2024 Adult & Child Flu Chief Medical Officer (CMO) letter, people in the following groups will be offered flu vaccination only:

- those aged 18-64 years with an eligible flu-only clinical risk condition
- unpaid carers, including young carers under the age of 16
- household contacts of those with immune-suppression
- school age pupils (primary and secondary)
- children aged 2-5 (not at school)
- children aged 6 months to 2 years at-risk
- poultry workers
- non-frontline NHS workers
- asylum-seekers living in Home Office hotel or B&B accommodation



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- those experiencing homelessness
- those experiencing substance misuse
- all prisoners within the Scottish prison estate

The Scottish Government decided to end the offer to other groups which were added as part of the pandemic response, notably those aged 50-64, teachers, and prison staff.

Spring covid-19 vaccination eligibility:

- all adults aged 75 and over
- residents in care homes for older adults
- individuals aged 6 months and over who were immune-suppressed (as defined in the Green Book)

The winter vaccination programme began in mid-September 2024, targeting flu-only cohorts. The main programme, which co-administers flu and covid vaccines, started on 1 October 2024.

The Chief Medical Officer set a goal for 80% of the eligible population to be offered appointments by 8 December. The Aberdeen City Vaccination Team successfully met this target.

As at 31 March 2025, the vaccination uptake figures for the Aberdeen City local authority area were:

Aberdeen City				
Flu cohort	Population	Vaccinations	% Uptake	Scotland % Uptake
Age 75+	18,791	15,163	80.7	80.6
Older people care home residents	1,044	895	85.7	83.8
Age 65-74	22,368	15,052	67.3	68.7
Weakened immune system	6,516	3,801	58.3	61.0
At risk age 18-64	32,525	10,405	32.0	34.6
All health care workers	9,200	2,985	32.4	35.9
All social care workers	7,192	973	13.5	17.2
Total	85,718	42,815	49.9	53.2

Aberdeen City				
Covid 19 cohort	Population	Vaccinations	% Uptake	Scotland % Uptake
Age 75+	18,953	14,681	77.5	76.6
Older people care home residents	1,098	908	82.7	81.5
Age 65-74	22,417	14,179	63.3	63.4
Weakened immune system	5,258	2,432	46.3	47.0



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At risk age 18-64	29,443	7,129	24.2	27.6
At risk age 12-17	1,203	92	7.6	7.3
At risk aged 5-11	1,318	109	8.3	6.0
At risk 6mnths-4 years	304	33	10.9	6.3
Frontline health care workers	5,211	1,269	24.4	23.5
All social workers	7,225	667	9.2	11.7
Total	83,362	37,389	44.9	47.4

NHS Grampian is exploring reintroducing peer-to-peer vaccinations to provide staff with more flexible, local options, aiming to improve future uptake. A more comprehensive uptake report will be available in due course.

The spring covid vaccination programme began on 31 March 2025, starting in care homes and very sheltered housing complexes. All other eligible groups are scheduled for appointments between April and June 2025. The Aberdeen Vaccination Team is planning to set up community pop-up clinics in June to reduce barriers to access.

Following the successful chronic pain Community Appointment Days (CADs) in November 2024 and February 2025, further CADs are planned for the Vaccination & Wellbeing Hub in the Bon Accord Centre during 2025 – 21 May, chronic obstructive pulmonary disease; 04 Jun, dementia post-diagnostic support; 01 Jul, chronic pain; 16 Sept, chronic pain – with further CADs in discussion.

4.1.4 Stoneywood complex care development

Work is at an advanced stage on Aberdeen's first purpose-built complex care facility to provide accommodation for some of the city's most vulnerable people.

Site works are progressing well, with site handover scheduled for July 2025. At the time of writing (April 2025), week 39 of the build programme has completed. The care provider is now in place and is successfully progressing towards recruitment of the staff team who will support the residents. Work continues with eight prospective residents and their families to ensure a safe and sustainable transition to their new homes.

The £4million development, on the site of the now-demolished Stoneywood School on Stoneywood Road, will deliver specialist accommodation for eight people with complex needs, offering care around the clock. Each of the eight wheelchair-adapted bungalows will have a bedroom, a kitchen, a living room and a wet room, along with a small private garden. A shared garden space and a sensory garden are also part of the scheme – along with a staff building with office space, a meeting/training room, and an area for carers to take time out. Staff will be on site at all times. The development will have 28 car parking spaces for staff and visitors.

Support for its residents will be provided by a specialist operator with expertise in the field. The Aberdeen City Council capital project will be overseen by Aberdeen City Health & Social Care Partnership (ACHSCP) when complete.



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The buildings are all designed to a Passivhaus (ultra-low energy) standard of environmental performance and will feature low and zero carbon energy generating technologies to minimise greenhouse gas emissions.

The project is in line with ACHSCP's Strategic Plan key aims, which include keeping people safe at home and helping them to achieve fulfilling, healthy lives. ACHSCP's Complex Care Programme aims to create suitable local accommodation and associated care provision for people with complex care needs. The scheme also aligns with the Scottish Government's Coming Home agenda, which aims to reduce delayed discharges and inappropriate out-of-area placements for people with learning disabilities and complex care needs.

4.1.5 Scotstown branch surgery at Udney Station

A Scotstown Branch Surgery/Udney Station patient engagement and information session was held on 25 March. Patients of Scotstown Medical Group were invited to attend sessions over the course of the day and/or an evening online session.

The session was held following Scotstown's difficult decision to close the branch site at Udney Station in order to ensure the practice's long-term sustainability. Staff shortages and increasing costs to the practice meant that the partners felt they had to consolidate services.

The event was well attended, with 60 people coming along to outline their concerns. The practice and primary care teams from City and Shire discussed solutions with patients and their families/carers. In addition, the practice has opened a dedicated phone line and email address for any concerns to be raised and for mitigations to be put in place where possible.

The branch site will look to close, following formal approval from NHS Grampian and the GP Sub-Committee, on 17 June 2025.

4.1.6 MSP Visit to Royal Cornhill Hospital

MSP Maree Todd, Minister for Social Care, Mental Wellbeing and Sport, visited Royal Cornhill Hospital on 2 May 2025. During her visit, she toured the Blair Unit and met with forensic rehabilitation patients and community group carers. She also engaged with operational teams for forensic services and discussed the unit's upgrade and the strategic direction of forensic services in Grampian with senior leaders.

4.2 National Updates

4.2.1 Discharge without Delay Collaborative

Discharge without Delay (DwD) is a whole-system programme for frail older people currently accessing Scottish hospitals.



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It pulls together best practice, individual services and pathways into an integrated model that strives to deliver Comprehensive Geriatric Assessment (CGA) in the timeliest manner possible, while ensuring no negative impact from hospital-induced harm or dependency to the person.

The aspirational model is one that delivers an integrated, multi-disciplinary community model which can respond 24/7 as early as possible when a frail older person begins to show signs of decline. This will limit acute illness and, ultimately, the need for hospital admission.

This will require complex strategic and service planning across multiple organisations, some local and some national, including Out-Of-Hours, the Scottish Ambulance Service, NHS24, community services, primary care and acute services.

The aims are:

- to reduce acute geriatric length of stay (LoS) by at least 20% by end March 2026
- to reduce community hospital/step-down LoS by at least 20%, ideally less than 28 days, by end March 2026
- to reduce respective HSCP delayed discharges by at least 20% by end March 2026 as a consequence of improved flow
- to improve four-hour whole-system performance by 3-5 % points with improved downstream capacity
- to delivery on some of these positions by December 2026, given the annual winter pressures.

Focused work will be undertaken to meet these targets, with the priorities being admission prevention and creating a frailty team at the front door who can support admission avoidance. We will also have a community team in Discharge to assess who can provide wrap-around enablement support at home 24/7 to allow for the admission avoidance to be supported.

Our stepdown/community LoS is roughly around 40 days so we are keen to consider seven-day therapy cover by using community partners to support rehab with Community Trust colleagues and the Sports Village. These priorities are under way with small groups in each workstream to achieve some of this by December 2025.

4.2.2 Audit Scotland reports

Audit Scotland released its report on General Practice on 27 March 2025

<https://audit.scot/publications/general-practice-progress-since-the-2018-general-medical-services-contract>.

Audit Scotland also published its report 'Reform urgently needed to tackle precarious health and social care finances' on 6 March 2025 <https://audit.scot/news/reform-urgently-needed-to-tackle-precarious-health-and-social-care-finances>

4.2.3 National Care Service (NCS) advisory board



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The Care Reform (Scotland) Bill establishes the National Care Service (NCS). Prior to the conclusion of Stage 2 proceedings in the Scottish Parliament on 4 March 2025, the Bill was referred to as the National Care Service (Scotland) Bil.

The Scottish Government announced the creation of a board in January. The board is being established to provide advice on how to improve the delivery of social care, social work and community health services. It will be made up of people who have experience of delivering and accessing social care, social work and community health services. An Interim Advisory Board is to be established in May 2025, ahead of the establishment of a full Advisory Board in six to nine months.

Council Leaders and Scottish Ministers have agreed to progress the board on the basis that it can provide advice to Scottish Ministers, Council Leaders, Integration Authorities and Health Boards – and have agreed that the interim board should lead a review of services which could be in scope for the full board, with the interim board offering advice to Ministers and Leaders for joint consideration following this review. This will include considering the approach of the board to services which may be delegated locally to an Integration Authority under the Public Bodies (Joint Working) Act 2014, including children's services, justice social work services and homelessness services.

The Bill was introduced on 20 June 2022 and is now at Stage 3.

Other current bills of relevance to the IJB are:

- Criminal Justice Modernisation and Abusive Domestic Behaviour Reviews (Scotland) Bill, which is at Stage 2 [Criminal Justice Modernisation and Abusive Domestic Behaviour Reviews \(Scotland\) Bill | Scottish Parliament Website](#)
- Right to Addiction Recovery (Scotland) Bill, which is at Stage 1 [Right to Addiction Recovery \(Scotland\) Bill | Scottish Parliament Website](#)
- Victims, Witnesses, and Justice Reform (Scotland) Bill, which is at Stage 3 [Victims, Witnesses, and Justice Reform \(Scotland\) Bill | Scottish Parliament Website](#)

5. Implications for IJB

5.1 Equalities, Fairer Scotland and Health Inequality

There are no direct equalities implications arising from the recommendations of this report as it is a noting report.

5.2 Financial

There are no direct financial implications arising from the recommendations of this report as it is a noting report.

5.3 Workforce



INTEGRATION JOINT BOARD

There are no direct workforce implications arising from the recommendations of this report as it is a noting report.

5.4 Legal

There are no direct legal implications arising from the recommendations of this report as it is a noting report.

5.5 Unpaid Carers

There are no direct implications relating to unpaid carers arising from the recommendations of this report as it is for noting.

5.6 Information Governance

There are no direct information governance implications arising from the recommendations of this report as it is for noting only.

5.7 Environmental Impacts

There are no direct environmental implications arising from the recommendations of this report as it is a noting report.

5.8 Sustainability

There are no direct sustainability implications arising from the recommendations of this report as it is a noting report.

5.9 Other Implications

There are no other direct implications arising from the recommendations of this report as it is for noting only.

6. Management of Risk

There are no direct risk management issues.

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Aberdeen City Health & Social Care Partnership
A caring partnership



Date of Meeting	13 th May 2025
Report Title	Year End Report 2024/25
Report Number	HSCP.24.030
Lead Officer	Fiona Mitchelhill
Report Author Details	Name: Amy McDonald Job Title: Chief Finance Officer Email Address: amymcdonald@aberdeencity.gov.uk
Consultation Checklist Completed	Yes
Directions Required	No
Exempt	No
Appendices	<i>n/a</i>
Terms of Reference	<i>1a</i>

1. Purpose of the Report

1.1 This report provides; the 2024/25 revenue budget draft outcome, prior to audit, for the delivery of the Integrated Joint Board (IJB) responsibilities; and an update on the 2025/26 year budget savings.

2. Recommendations

It is recommended that the Integration Joint Board:

- 2.1 Notes the 2024/25 IJB draft outturn position before partner contribution of an overspend of £10.490m;
- 2.2 Notes additional in year funding of £10.490m has been provided by the partners, with Aberdeen City Council providing £4.043m and NHS Grampian providing £6.447m, in order to allow the IJB to balance the 2024/25 budget;

- 2.3 Notes the progress on the 2025/26 budget savings work;
- 2.4 Notes NHS Grampian Health Board considered the NHS Grampian 2025/26 budget on the 10th of April 2025 which included provision for IJB overspends; and
- 2.5 Approves the transfer of £5.931m from the 2025/26 Prescribing budget to the Adult Social Care budget. The overall budget of the IJB is unchanged.

3. Strategic Plan Context

- 3.1. The Aberdeen City Health and Social Care Partnership (AC HSCP) must work to provide statutory services within the funding provided by Aberdeen City Council and NHS Grampian (the partners).
- 3.2. The 2024/25 budget supported the delivery of the final full year of the current strategy. The new strategy, being brought forward to the 1st July 2025 IJB meeting, sets the future direction for the IJB. Unpinning this strategy will be the Medium Term Financial Forecast demonstrating how financial balance will be achieved during this same period thus minimising additional financial demands being placed on partners. To do this will require;
- Delivering savings of £14.354m in the current financial year 2025/26.
 - A real focus and commitment by the IJB in driving through the work required to underpin these savings.
 - Developing and planning savings workstreams for delivery in 2026/27, being more transformative projects which look to bring greater efficiency and financial sustainability to the delivery of health and care services.
- 3.3 To be successful in the model of health and care delivery there will require to be a continued emphasis on early intervention and prevention with active steps to develop this approach.

4. Summary of Key Information

Budget Outturn 2024/25

- 4.1 The IJB draft year end outturn:
- Delivery of year end overspend before partner contribution in line with the quarter 3 forecast which was an overspend of £10.454m after the use of reserves.
 - The actual overspend was £10.490m, a slight deterioration of £0.036m on the forecast position.

- All remaining uncommitted and committed reserves have been used in full. The IJB has no reserves remaining at the end of 2024/25.

IJB Year End Outturn Summary	Q4 £'000	Q3 £'000	Variance
	- 17,036	- 16,573	- 463
Offset uncommitted reserves	6,546	6,119	427
Deficit 2024/25	- 10,490	- 10,454	- 36

- Partner contributions as agreed at the IJB meeting of the 28th of February 2025 have been requested and applied to the year-end overspend of £10.490m to balance the budget to zero.

Partnership contribution to deficit	Agreet % Split	Qtr 4 £m	Qtr 3 £m	Variance £m
NHSGrampian	61.46%	6.447	6.426	-0.021
Aberdeen City Council	38.54%	4.043	4.029	-0.014
Total	100.00%	10.490	10.455	-0.035

The movement on reserves is shown below. On review of all reserve balances a further balance of £0.427m of unallocated reserves balances were used to reduce the year end overspend position prior to requesting financial support from partners.

	Q4 £m	Qtr 3 £m	Variance £m
Allocated reserves	3.289	3.716	-0.427
Unallocated reserves	6.546	6.119	0.427
General Fund	9.835	9.835	0.000
Reserves used - allocated	-3.289		
Reserves used - unallocated	-6.546		
Remaining reserves	0		

4.2 The 2024/25 budget outturn:

The overspend of £17.035m is anticipated, in the main, to be recurring in 2025/26 year. Year-end work is still on-going which will allow a greater understanding of recurring and non-recurring expenditure in 2025/26. The 2024/25 year end outturn is not expected to have any detriment on the 2025/26 budget.

4.3 The table below shows the mainstream funding and expenditure for the IJB:

	Full Year				
	Revised	Period	Period	Period	Variance
Period 12	Budget	Budget	Actual	Variance	Percent
	£'000	£'000	£'000	£'000	%
Mainstream:					
Community Health Services	47,748	47,748	49,889	2,141	4.5%
Aberdeen City share of Hosted Services (health)	31,541	31,541	30,364	(1,177)	(3.7)%
Learning Disabilities	41,204	41,204	51,664	10,460	25.4%
Mental Health and Addictions	27,321	27,321	31,367	4,046	14.8%
Older People & Physical and Sensory Disabilities	100,177	100,177	108,117	7,940	7.9%
Directorate	2,694	2,694	1,523	(1,171)	(43.5)%
Criminal Justice	173	173	164	(9)	(5.2)%
Housing	1,771	1,771	1,794	23	1.3%
Primary Care Prescribing	51,180	51,180	47,429	(3,751)	(7.3)%
Primary Care	50,218	50,218	49,805	(413)	(0.8)%
Out of Area Treatments	2,750	2,750	3,039	289	10.5%
Set Aside Budget	59,238	59,238	59,238	0	-
City Vaccinations	2,851	2,851	2,527	(324)	(11.4)%
Transforming Health and Wellbeing	3,665	3,665	3,386	(279)	(7.6)%
Uplift Funding	740	740	0	(740)	(100.0)%
	423,271	423,271	440,306	17,035	4.0%

4.4 The 2024/25 outturn shows:

Community Health Services, over budget by £2.141m. During the year savings targets had been applied to the staff cost budget, of these £0.910m were not achieved. The savings target set at the beginning of the year was too high and these savings have not been achieved. The non-staff costs saw an overspend on equipment and property costs. There are actions being taken to address these overspends.

Significant overspends in Adult Social Care and Learning Disabilities of £7.94m and £10.46m respectively – this is due to the volume of care exceeding budget in these areas. The overspend relates to the higher cost of commissioned services than was budgeted for in both areas. This level of expenditure is not sustainable and has been recognised in the savings work required as part of the 2025/26 budget delivery.

The 2025/26 budget recognises the requirement to protect frontline services and therefore savings in Adult Social Care and Learning Disabilities will be phased across 2 financial years. Both IJB partners have been supportive of this approach.

Mental Health and Addictions overspend £4.046m, the majority of this expenditure, £3.356m, relates to an overspend on commissioned services. More care is being provided than there is sufficient budget for. How this is managed down is being considered as part of the IJB Strategy work and will be built into the underpinning financial plan to be delivered to the July Board meeting.

Prescribing expenditure is less than budgeted in year with an underspend of £3.751m. Prescribing costs have grown 4.8% in year however the prescribing budget was increased by £5.931m or 13.1% during 2024/25 via a budget transfer from Adult Social Care to Prescribing. If this transfer had not occurred prescribing would have overspent by £2.18m and the overspend in Adult Social Care would have reduced to £2.009m. It is proposed this budget transfer is reversed in 2025/26 with the prescribing budget transfer of £5.931m being reversed, with this funding being returned to the Adult Social Care budget. IJB members are asked to approve this suggested budget transfer.

Prescribing is a reactive service, providing medicines to keep people well in the community. The nature of the service can be difficult to manage financial cost pressures however there has been work carried out across different classes of medication and how these costs can be managed down, this work continues. Prescribing costs are forecast to increase by 4.5% in 2025/26.

- 4.5** The year end position reported is draft and subject to annual audit by Audit Scotland. This audit work starts in June 2025, with the draft statutory accounts to be presented to the auditor at this time.

Savings delivery 2025/26

- 4.6** Work to deliver the 2025/26 savings is progressing, being overseen by the Budget Savings Oversight Group. Workstreams have been established for each savings area with a supporting workplan, the progress of which is being tracked.

To assist with the development of budget savings core system information is being built into performance reports. This will help support the review work necessary as part of the commissioned services review. Further to this the development of performance information should create a dashboard of non-financial information which can be used to understand current levels of activity, predict what future demands may look like and targets around levels of affordability mapped on to this.

It is anticipated that the objectives of the strategy can be captured in a similar way, through use of this dashboard, which will allow greater clarity of the targets which are being sought and progress against those.

- 4.7** The savings which were brought forward to the March IJB are shown below:

IJB Savings 2025/26	£'000	£'000
Managing staff vacancies	1,346	
Anticipated savings from post reduction	884	
Reducing bank nursing expenditure	999	
Staff savings		3,229
Estates savings - consolidation of properties	153	
Utility savings	50	
Property savings		203
Review of care provision older people and learning disability	3,328	
Review of day care provision	1,449	
Key commissioned service provider review	4,599	
Reviewing mix of residential care provision	336	
Review out of area care	174	
Supplier review	1,035	
Commissioned Services		10,921
Savings 2025/26		14,354

The staff savings are being applied to budgets and actions taken to reduce expenditure. Bank nursing expenditure has been reduced and that saving will be realised in full.

Property savings are in progress – there is good confidence these will be achieved in full.

Reduction in commissioned services is the area of savings delivery which requires the most work. The teams in Social Care have started this process and review of current expenditure has started. It is hoped the majority of this work will be completed by the end of June 2025.

Financial Risk

5.1 Budget assumptions are based on estimations which may not reflect future actual events and therefore carry a degree of risk.

5.2 Delivery of savings – the risk of failing to deliver savings is being managed by the Budget Savings and Oversight Group – this group will drive forward projects overseen by the Risk Audit and Performance Committee.

5.3. Draft outturn 2024/25 - figures presented are draft pre audit, there is a risk the 2024/25 may be adjusted if a material error is found.

5.4 Commissioned service providers will experience financial pressure during the year partly due to increased eNIC.

5.5 All IJB reserves have now been exhausted and therefore there is no risk reserve to manage in year budget fluctuations.

5.6. Additional funding from partners of £10.909m is requested to balance the 2025/26 budget. ACC have approved their share of IJB additional funds, NHS Grampian Health Board have agreed their budget which provides additional IJB funding support.

6. Equalities, Fairer Scotland and Health Inequality

There are no direct equalities implications from this report however there will be an equality impact assessment completed as required for all budget savings and future projects as these are brought forward.

6.1. Financial

Financial implications are noted throughout the report for 2024/25 year end and 2025/26 budget.

6.2. Workforce

There are no direct implications as a result of this report.

ACHSCP work with ACC and NHS G when considering all vacancy and post management. The IJB are represented on the vacancy governance groups of both employers and work in collaboration around the decision making for positions which are part of the remit of the IJB.

6.3. Legal

The Aberdeen City Integration Scheme sets out that the Chief Officer and Chief Finance Officer will provide an integrated budget based on the Strategic Plan. This report complies with that requirement.

6.4. Unpaid Carers

There are no direct implications as a result of this report.

6.5. Information Governance

There are no direct implications as a result of this report

6.6. Environmental Impacts

There are no direct implications as a result of this report

6.7. Sustainability

There are no direct implications as a result of this report.



INTEGRATION JOINT BOARD

Date of Meeting	13 th May 2025
Report Title	Annual Review of Financial Regulations and Reserves Policy
Report Number	HSCP.25.035
Lead Officer	Amy McDonald, Chief Finance Officer
Report Author Details	Amy McDonald, Chief Finance Officer
Consultation Checklist Completed	Yes
Directions Required	No
Exempt	No
Appendices	A. Financial Regulations (Feb 2025) B. Reserves Policy (Feb 2025)
Terms of Reference	1).The IJB shall consider the following; a) Matters which are reserved by law; b) Those matters which the IJB has chosen to reserve under paragraphs 2 to 10 below, and; c) Any other matter that the Chief Officer determines appropriate to report to the IJB. 2). Any function or remit delegated under the Aberdeen City Integration Scheme, which is bound to be undertaken by the IJB itself;

1. Purpose of the Report

- 1.1. The purpose of this report is to present the Integration Joint Board with a revised version of the Integration Joint Board (IJB's) Financial Regulations and an updated Reserves Policy for approval.

2. Recommendations

- 2.1. It is recommended that the Integration Joint Board:



INTEGRATION JOINT BOARD

- a) Approves the revised Financial Regulations, as at appendix A;
- b) Approves the revised Reserves Policy, as at appendix B; and

3. Strategic Plan Context

- 3.1. Finance is identified as an enabler in the current approved version of the strategic plan, emphasising the need to make best use of available funding.

4. Summary of Key Information

Review of Financial Regulations

- 4.1. The IJB directs services to be delivered on its behalf by its partner organisations, Aberdeen City Council and NHS Grampian. The management of services delivered within these organisations are governed by their own financial regulations.
- 4.2. Under the Local Government (Scotland) Act 1973, the IJB is required to make arrangements for the administration of its financial affairs. The IJB has an agreed set of Financial Regulations, which details the responsibilities, policies and procedures that govern the IJB and these regulations should be reviewed regularly.
- 4.3. The revised Financial Regulations, with tracked changes are attached at appendix A to this report.

Review of Reserves Policy

- 4.4. The Reserves Policy should be subject to annual review and the revised version is attached at Appendix B. This has been updated to reflect the most recent guidance from the Chartered Institute of Public Finance and Accountancy (CIPFA), and a protocol for the use of the reserve has been added to the end of the policy.
- 4.5. The IJB has no remaining reserves and therefore there will be no risk reserve for use in 2025/26 and also 2026/27 financial years based on the current financial forecasts. This will require the financial position to be carefully managed over coming months and every effort taken to ensure achievement of savings and management of in year spending pressures.



INTEGRATION JOINT BOARD

5. Implications for IJB

- 5.1. **Equalities, Fairer Scotland and Health Inequality:** there are no direct equalities, Fairer Scotland or Health Inequality implications arising from the recommendations of this report.
- 5.2. **Financial:** These financial regulations detail the financial responsibilities, and policies and procedures that govern the IJB. Ensuring that the financial governance arrangements are robust, regularly reviewed and aligned (where appropriate) will help ensure that there is sufficient control over IJB finances, reducing the risk of overspend or misuse of public funding.
- 5.3. **Workforce:** There are no direct workforce implications arising from the recommendations of this report.
- 5.4. **Legal:** approval of these financial regulations will allow the IJB to comply with its obligation to make arrangements for its financial affairs under the Local Government (Scotland) Act 1973.
- 5.5. **Unpaid Carers:** There are no direct implications for unpaid carers arising from the recommendations of this report.
- 5.6. **Information Governance:** There are no direct implications relating to information governance arising from the recommendations of this report.
- 5.7. **Environmental Impacts** There are no direct environmental implications arising from the recommendations of this report.
- 5.8. **Sustainability:** There are no direct sustainability implications arising from the recommendations of this report.
- 5.9. **Other:** There are no other direct implications arising from the recommendations of this report.

6. Management of Risk

- 6.1. **Identified risks(s):** This report does not raise any additional risks however it does provide additional controls and assurances against financial risk.
- 6.2. **Link to risks on strategic or operational risk register:**
 - Cause: IJB financial failure and projection of overspend



INTEGRATION JOINT BOARD

- Event: Demand outstrips available budget
- Consequence: IJB can't deliver on its strategic plan priorities, statutory work, and projects.

6.3 How might the content of this report impact or mitigate the known risks: Review of the financial regulations and reserves policy provides additional assurance on the quality of controls to mitigate this known risk.



ABERDEEN CITY INTEGRATION JOINT BOARD

FINANCIAL REGULATIONS

<u>Date Created</u>	<u>Date Implemented</u>	<u>Review Date</u>
<u>11 March 2016</u>	<u>1 April 2016</u>	<u>4 June 2024</u>

<u>Developed By</u> <u>Chief Finance Officer</u>

VERSION 5.1 Reviewed 8 January 2025 by Chief Finance Officer



ABERDEEN CITY INTEGRATION JOINT BOARD

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7. REVIEW OF FINANCIAL REGULATIONS



1. **INTRODUCTION and INTERPRETATION**

1.1 The Public Bodies (Joint Working) (Scotland) Act 2014 was passed by the Scottish Parliament on 25 February 2014 and provides a framework for the effective integration of adult health and social care services. The Act required the submission of a partnership agreement, known as the Integration Scheme for approval by the Scottish Government. Following a detailed consultation process, the scheme was submitted for approval in December 2015. Following approval by the Cabinet Secretary for Health, Wellbeing and Sport an Order was laid before the Scottish Parliament on 8 January 2016 and the Aberdeen City Integration Joint Board was established as an autonomous legal entity with effect from 6 February 2016. 1.2 .

1.3 Aberdeen City Council and NHS Grampian recognise that they each have continuing financial governance responsibilities and operate under their own Financial Regulations / Standing Financial instructions in the operational delivery of services. As this service delivery will continue to be carried out within the Council and the Health Board, these Financial Regulations relate specifically to the affairs of the Aberdeen City Integrated Joint Board (IJB) and are therefore limited and focussed in scope .

The main objective of these Financial Regulations is to detail the financial responsibilities and policies and procedures that govern the Integration Joint Board. Representatives and Committees of Aberdeen City IJB must comply with these Financial Regulations in dealing with the financial affairs of Aberdeen City IJB and its committees.

1.4 The Aberdeen City IJB Chief Officer will be the accountable officer of the Integration Joint Board in all matters except finance where there is joint accountability with the Chief Finance Officer. The Chief Officer is accountable to the Chief Executives of NHS Grampian and Aberdeen City Council.

1.5 The Aberdeen City IJB Chief Finance Officer is the proper officer for the purposes of Section 95 of the Local Government (Scotland) Act 1973. The Chief Finance Officer has a statutory duty to ensure that proper financial administration of the financial affairs of Aberdeen City IJB is maintained. The Aberdeen City IJB has regard to the current [CIPFA guidance on the role of the Chief Finance Officer in Local Government](#) through the job profile of the Chief Finance Officer.

1.6 Should any difficulties arise regarding the interpretation or application of these financial regulations, individuals must seek advice from the Chief Finance Officer before any action is taken.

1.7 .



- 1.8 Any breach or non-compliance with these Regulations must, on discovery, be reported immediately to the Chief Officer or the Chief Finance Officer of Aberdeen City IJB. The Chief Officer or the Chief Finance Officer must then consult with the Chief Executives of NHS Grampian and Aberdeen City Council or another nominated or authorised person, as appropriate, to decide what action should be taken.
- 1.9 For the avoidance of doubt the breach of or non-compliance with these Regulations may result in disciplinary action being taken against the relevant individuals in line with the policies of the employing organisation.
- 1.10 These financial regulations should be read in conjunction with the Financial Regulations of NHS Grampian and Aberdeen City Council:

[Aberdeen City Council Financial Regulations](#)

[NHS Grampian Standing Financial Regulations \(due review March 2025\)](#)

1. 2. CORPORATE GOVERNANCE

2.

2.1. Corporate Governance is about the structures and processes for decision making, accountability, controls and behaviour throughout the Aberdeen City IJB. The basic principles of corporate governance are as follows:

2.1.1. Openness – Anyone with an interest in the affairs of the **Aberdeen City IJB** should have confidence in the decision making and management processes and the individuals involved in them. This confidence is gained through openness in its affairs and providing full, accurate and clear information which leads to effective and timely action and scrutiny.

2.1.2. Integrity – There should be honesty, selflessness, objectivity and high standards of conduct in how the **Aberdeen City IJB's** funds and affairs are managed. Integrity depends on the effectiveness of the control framework and on the personal standards and professionalism of members and officers involved in the running of its affairs.

2.1.3. Accountability – There needs to be a clear understanding by everyone involved in the **Aberdeen City IJB's** affairs of their roles and responsibilities. There should also be a process which provides appropriate independent examination of the decisions and actions of those involved in the **Aberdeen City IJB's** affairs, including how the funds and performance are managed.

3.



- 3.1. These Financial Regulations are an essential part of the corporate governance of the Aberdeen City IJB.
4.
 - 4.1. Members of the Aberdeen City IJB are required to follow any applicable formally agreed national codes of conduct.

3. ROLES and RESPONSIBILITIES

2.1 INTEGRATION JOINT BOARD MEMBERS RESPONSIBILITY

The Aberdeen City IJB :

- will continuously work to secure best value for money in how the IB directs its resources, to ensure efficiency, effectiveness, safety and quality outcomes can be achieved.
- are responsible for ensuring that proper accounting records are kept, which disclose at any time, the true and fair financial position and enable the preparation of financial statements that comply with the applicable Code of Practice.
- are also responsible for ensuring that procedures are in place to ensure compliance with all statutory obligations.

2.2 CHIEF OFFICER RESPONSIBILITIES

- 2.2.1 The Chief Officer has a direct line of accountability to the Chief Executives of NHS Grampian and Aberdeen City Council [and is jointly line managed by the Chief Executives of NHS Grampian and Aberdeen City Council](#) for the delivery of integrated services. The Chief Officer is responsible for ensuring that progress is being made in achieving the National Outcomes and that any locally delegated responsibilities for health and wellbeing and for measuring, monitoring and reporting on the underpinning measures and indicators (including financial) will demonstrate progress.
- 2.2.2 The Chief Officer is responsible for ensuring that the decisions of the Board are carried out.



2.2.3 The Chief Officer shall ensure that the Financial Regulations and all associated procedure manuals and documents are made known to appropriate staff members and shall ensure full compliance with them.

2.2.4 The Chief Officer shall prepare budgets following consultation with the Chief Finance Officer. The Chief Officer is also responsible for the preparation of Service Plans and relevant business cases relating to the Services. The Chief Officer shall ensure that the Chief Finance Officer is informed of financial matters that will have a significant impact on the Services, seeking financial advice where necessary.

2.3 CHIEF FINANCE OFFICER RESPONSIBILITIES

2.3.1 The [Aberdeen City IJB Roles and Responsibilities document](#) explains the remit of the statutory officers within the IJB, namely, the Chief Officer and Chief Finance Officer and other key personnel within the Aberdeen City Health & Social Care Partnership.

2.3.2. The Chief Finance Officer is responsible for governance of the Aberdeen City IJB's financial resources, ensuring NHSG and Aberdeen City Council utilise these in accordance with the Aberdeen City IJB Strategic Plan and that the Strategic Plan delivers best value.

2.3.2 The Chief Finance Officer shall ensure that suitable accounting records are maintained and is responsible for the preparation of the Aberdeen City IJB's Financial Statements following the Code of Practice on Local Authority Accounting in the UK.

2.3.3 The Chief Finance Officer shall ensure that these Financial Regulations are reviewed and kept up to date.

2.3.4 The Chief Finance Officer shall provide the Chief Officer and the Aberdeen City IJB with an Annual Governance Statement.

2.3.5 The Chief Finance Officer shall be entitled to report upon the financial implications of any matter coming before Aberdeen City IJB. To allow the Chief Finance Officer to fulfil this obligation, the Chief Officer will consult with the Chief Finance Officer on all matters involving a potential financial implication that is likely to result in a report to the Aberdeen City IJB.

2.3.6 The Chief Financial Officer shall ensure that arrangements are in place to properly establish the correct liability, process and accounting for Value Added Tax (VAT).

2.3.7 The Chief Financial Officer, with support from the appropriate finance managers within the partner organisations, will ensure that budget managers receive appropriate advice, guidance and support and appropriate information to enable them to affect control over expenditure and income.



3. FINANCIAL PLANNING and MANAGEMENT

3.1 ANNUAL REVENUE BUDGET

- 3.1.1 The Chief Finance Officer will report to Aberdeen City IJB each year on the process, timetable, format and key assumptions in drafting the annual budget.
- 3.1.2 The Chief Finance Officer of Aberdeen City IJB, Section 95 Officer of Aberdeen City Council and the Director of Finance of NHS Grampian will agree a timetable for preparation of the annual budget of Aberdeen City IJB and the exchange of information between Aberdeen City IJB, Aberdeen City Council and NHS Grampian. This will ensure required deadlines as set out in the Intergration Scheme are met.
- 3.1.3 The Aberdeen City IJB will approve a Strategic Plan which sets out arrangements for planning and directing the functions delegated to it by Aberdeen City Council and NHS Grampian. The Strategic Plan will cover a minimum three-year period and will determine the budgets required to deliver operational services in-line with the Plan, recognising the need to provide indicative in figures in future years. The Strategic Plan will be aligned to, and presented with alignment to the Medium Term Financial Strategy. The Strategic Plan will detail the reason for any projected surplus or deficit and how this will be used / addressed.
- 3.1.4 The Chief Officer and the Chief Finance Officer will develop a case for the Integrated Budget based on the Strategic Plan and present it to the Council and NHS Grampian for consideration and agreement as part of the annual budget setting process.
- 3.1.5 The Chief Finance Officer will prepare and issue guidance, instructions and a timetable to all involved in the preparation of the annual budget.
- 3.1.6 Following agreement of the Strategic Plan by the Board, and confirmation of the Integrated Budget by the Partners, the Chief Officer will provide Directions in writing to the Partners regarding operational delivery of the Strategic Plan. The Directions will include the functions that are being directed, how they are to be delivered and the resources to be used in delivery of the direction in accordance with the Strategic Plan. Directions will be confirmed by the Chief Officer by 31 March of the financial year proceeding the financial year under Direction.
- 3.1.7 The Chief Officer will hold an operational role for both Aberdeen City Council and NHS Grampian for the management of the operational delivery of services directed by the Aberdeen City IJB and a line of accountability to the Chief Executives of both organisations for the financial management of the operational budgets.

CAPITAL PLANNING



The Aberdeen City IJB is not empowered to own capital assets, and accordingly the management of assets remains the responsibility of the Partner organisation. There is a need to ensure clear planning, scrutiny and governance of assets to ensure the appropriate assets are in place to allow for the delivery of the delegated functions.

Aberdeen City IJB has in place a "City Premises Group" who's membership includes key officers from ACHSCP. The City Premises Group reports to the IJB and the NHSG Asset Management Group who report directly to the NHSG Board.

3.2 ACCOUNTING POLICIES

3.2.1 The IJB is subject to the audit and accounts provisions of a body under section 106 of the Local Government (Scotland) Act 1973. The Chief Finance Officer is responsible for the preparation of the Board's Financial Statements following the Code of Practice on Local Authority Accounting in the UK.

BUDGET MANAGEMENT & CONTROL

Budget holders/managers within Aberdeen City Council and NHS Grampian will be accountable for all budgets within their control as directed by the Aberdeen City IJB in line with its Strategic Plan. The Aberdeen City IJB will ensure appropriate arrangements are in place to support good financial management and planning.

It is the joint responsibility of the Chief Officer and Chief Financial Officer of the Aberdeen City IJB to report regularly and timeously on all budgetary control matters, comparing projected outturn with the approved financial plan to the Aberdeen City IJB.

The NHS Grampian Director of Finance and the Section 95 Officer of Aberdeen City Council shall, along with the Aberdeen City IJB Chief Financial Officer put in place a system of budgetary control which will provide the Chief Officer with management accounting information for both arms of the operational budget and for the Aberdeen City IJB in aggregate.

3.3 BUDGET MONITORING

3.3.1 It is the joint responsibility of the Chief Officer and the Chief Finance Officer of the Aberdeen City Integration Joint Board to report to the Board regularly, timeously and accurately on all matters of budget management and control. The reports should include projections for the full financial year and any implications for the following financial years. These reports will include recovery action or corrective measures proposed where a year end budget variance is identified.



- 3.3.2 The Director of Finance, NHS Grampian and the Section 95 Officer, Aberdeen City Council will provide the Chief Finance Officer of the Aberdeen City Integration Joint Board with information regarding the costs incurred for the services directly managed by them. Information should be provided based on an agreed format and timetable.
- 3.3.3 The Director of Finance, NHS Grampian will provide the Chief Finance Officer of Aberdeen City Integration Joint Board with financial information on a monthly basis regarding the hosted services. Information should be in an agreed format and produced timely to enable inclusion in the financial monitoring reports.
- 3.3.4 The Director of Finance, NHS Grampian will provide the Chief Finance Officer of Aberdeen City Integration Joint Board with information regarding the use of the amounts set aside for hospital services. A frequency will be formally agreed but as a minimum, information will be provided on a quarterly basis.
- 3.3.5 The Chief Finance Officer will report monthly to the Chief Officer on the financial performance and position. These reports will be timely, relevant and reliable and will include information, analysis and explanation in relation to:
- Reviewing budget savings proposals
 - Actual income and expenditure
 - Forecast outturns and annual budget
 - Explanations of significant variances
 - Reviewing action required in response to significant variances
 - Identifying and analysing financial risks
 - Use of reserves
 - Any adjustments to the annual budget (e.g. new funding allocations)
- 3.3.6 The Chief Finance Officer will work with the Section 95 Officer of Aberdeen City Council and Director of Finance of NHS Grampian to ensure managers are provided with monthly financial reports that are timely, relevant and reliable. These reports will include information and analysis in relation to:
- Budget available to managers
 - Actual income and expenditure
 - Forecast outturns.
- 3.3.7 The Chief Finance Officer will be consulted on all reports being submitted to the Board to ensure that any financial implications arising have been considered. Each Board report should include a Financial Implications section.



3.3.8 It is a requirement of the Public Bodies (Joint Working) (Scotland) Act 2014 that an annual performance report is presented to the Board and the financial contents therein should comply with the requirements as set out in the Act.

3.4 VIREMENT

3.4.1 Virement is defined by CIPFA as “the transfer of an underspend on one budget head to finance additional spending on another budget head, in accordance with and Authority’s Financial Regulations”. In effect virement is the process of transferring budget between budget headings with no change to the overall net budget..

3.4.2 The Chief Officer is expected to deliver the agreed outcomes contained in the Strategic Plan within the total delegated budget. Any virement must not create additional overall budget liability.

3.4.3 Any proposal for virement involving a new policy, or variation of existing policy, which will impact upon the strategic plans of the Aberdeen City IJB, will be subject to the approval of the Aberdeen City Integration Joint Board.

3.4.4 Virement can be used in the following situations and with reference to the flow chart at **APPENDIX 1**;

- The Chief Finance Officer has been notified; and
- The virement does not create an additional financial commitment into future financial years unless funded by additional income.

3.4.5 The virement process cannot be used in the following situations:

- for transfers between IJB and non-IJB budgets;
- for expected savings on finance costs or recharges;
- for recurring items of expenditure in place of non-recurring savings
- for staffing changes that would increase the joint workforce
- or property items such as rates and utilities;
- any savings against a property which has been declared surplus under the Council’s or NHS’s surplus asset procedure;
- to reinstate an item deleted by the Integration Joint Board during budget considerations unless approved by the Integration Joint Board.

3.4.6 The Chief Finance Officer must maintain separate budgets for any hosted services managed on behalf of Grampian wide partners. Virement to and from these to Integration Joint Boards requires authorisation of all the three Integration Joint Boards before being implemented.

3.4.7 Aberdeen City Council and NHS Grampian shall agree any virement that would transfer budget between either organisation



3.5 FINAL ACCOUNTS PREPARATION

3.5.1 The Public Bodies (Joint Working) (Scotland) Act 2014 requires that the Aberdeen City Integration Joint Board is subject to the audit and accounts provisions of a body under Section 106 of the Local Government (Scotland) Act 1973 (Section 13). This will require audited annual accounts to be prepared with the reporting requirements specified in the relevant legislation and regulations (Section 12 of the Local Government in Scotland Act 2003 and regulations under Section 105 of the Local Government (Scotland) Act 1973).

3.5.2 Financial statements will be prepared to comply with the Code of Practice on Local Authority Accounting and other relevant professional guidance.

The unaudited annual accounts shall be submitted to the External Auditors and to those Risk, Audit and Performance Committee members charged with governance for their consideration

3.5.3 The audited annual accounts shall be submitted to those charged with governance for their consideration and approval and the Auditors report thereon shall be submitted to the Aberdeen City IJB for consideration.

3.5.4 The timetable for audit and publication of Aberdeen City IJB's annual accounts shall be agreed in advance with the external auditors of Aberdeen City Council and NHS Grampian.

3.6 TREASURY MANAGEMENT

3.6.1 The Integration Joint Board will not undertake any cash transactions but rather these will be on a notional basis through the Direction of expenditure undertaken by the Partners. Any cash correction arising as a result of the direction by the Board will be undertaken directly between the Partners.

The Integration Joint Board will not operate a bank account.

3.7 RESERVES

3.7.1 The Public Bodies (Joint Working) (Scotland) Act 2014 empowers the Integration Joint Boards to hold reserves, which should be accounted for in the financial accounts and records of Aberdeen City Integration Joint Board. Aberdeen City IJB has a Reserves Policy **[ADD LINK ONCE APPROVED]** which is reviewed regularly and should be read alongside these financial regulations.

3.7.2 Unless otherwise agreed, any unspent budget will be transferred into the reserves of the Aberdeen City IJB at the end of each financial year.

3.7.3 3.8 GRANT FUNDING APPLICATIONS



- 3.8.1 Where opportunities arise to attract external funding, relevant officers shall consider the conditions surrounding the funding to ensure they are consistent with the aims and objectives of Aberdeen City IJB and the Strategic Plan.
- 3.8.2 Grant funding to be secured by the Aberdeen City Integration Joint Board from external bodies is required to receive approval from the Integration Joint Board prior to an application being made by the accountable body to ensure that any match funding requirements are considered. Where the match funding required is greater than £50,000 and has either been agreed by the Integration Joint Board previously or is included within the current revenue budget, then approval by the Integration Joint Board is not required prior to bidding for grants. Where the match funding element is less than £50,000 and is included within the current revenue budget then approval by the Integration Joint Board is not required prior to bidding for grants. The Chief Finance Officer will be responsible for determining whether funding is contained within the current revenue budget and should be consulted before any grant funding bids are made by officers.
- 3.8.3 The Chief Finance Officer shall ensure that arrangements are in place to:-
- receive and properly record such income in the accounts of the accountable body;
 - ensure the audit and accounting arrangements are met; and
 - ensure the funding requirements are considered prior to entering into any agreements.

The Chief Officer of the service receiving grant funding must ensure that arrangements for receiving and recording income are complied with. They must also ensure that the project progresses in accordance with the agreed terms of the funding agreement and that claims are made from the funding body timeously and in accordance with any conditions of the grant award.

4. FINANCIAL SYSTEMS and PROCEDURES

4.1 INCOME

- 4.1.1 There is no income to the Integration Joint Board by way of cash transaction. Transfer of resources will be made by NHS Grampian and Aberdeen City Council in respect of the agreed delegated functions. A budget transfer is then made to the relevant account line as per the terms of a Direction to Aberdeen City Council or NHS Grampian. The accounting for these transactions will be via book entries in the ledgers of NHS Grampian and Aberdeen City Council.

4.2 AUTHORITY TO INCUR EXPENDITURE



- 4.2.1 The Chief Officer shall have the authority to incur expenditure within the approved delegated resources from Aberdeen City Integration Joint Board to Aberdeen City Council and NHS Grampian in-line with any supplementary budget that has been approved by the Aberdeen City Integration Joint Board, and subject to the provisions of these Financial Regulations.
- 4.2.2 Expenditure shall be aligned with the Strategic Plan. The Chief Officer and Chief Finance Officer will make sure that Aberdeen City IJB only commits to expenditure that it is legally able to commit to and is within scope of the approved Integration Scheme and Strategic Plan. Where this is not clear they will consult with the section 95 Officer of the Council and the Director of Finance of NHS Grampian.

4.3 SCHEME of DELEGATION

- 4.3.1 Detail included in separate documentation.

- [Integration Joint Board Integration Scheme](#)
- [Aberdeen City HSCP Scheme of Governance – Roles & Responsibilities](#)

4.4 PROCUREMENT and COMMISSIONING

- 4.4.1 The Public Bodies (Joint Working) (Scotland) Act 2014 provides that the Aberdeen City Integration Joint Board may enter into a contract with any other person in relation to the provision to the Integration Joint Board of goods and services for the purposes of carrying out functions conferred on it by the Act.
- 4.4.2 Procurement activity will be undertaken in accordance with the guidance prevailing in the Partner organisation to which the Board has given operational Direction for the use of financial resources.

4.5 IMPRESTS

- 4.5.1 There will be no facility for petty cash unless authorised by the Aberdeen City IJB Chief Finance Officer and the necessary security arrangements have been established and have been deemed adequate.
- 4.5.2 Imprest facilities will be operated within NHS Grampian and Aberdeen City Council and will be contained within their respective established arrangements.

5. FINANCIAL ASSURANCE

5.1 RISK, AUDIT AND PERFORMANCE COMMITTEE

- 5.1.1 Aberdeen City IJB is required to make appropriate and proportionate arrangements for overseeing the system of corporate governance and internal



controls. For this purpose the Aberdeen City Integration Joint Board has agreed to the establishment of an audit committee (the Risk, Audit and Performance Committee) and will approve terms of reference. This Committee should operate in accordance with Financial Reporting Council professional guidance for Audit Committees.

5.2 EXTERNAL AUDIT

- 5.2.1 The Accounts Commission will appoint the external auditors to the Aberdeen City Integration Joint Board.
- 5.2.2 External Audit will be required to submit an annual plan to the Aberdeen City Integration Joint Board / Risk, Audit and Performance Committee.
- 5.2.3 External Audit will be required to submit a final report to Aberdeen City Integration Joint Board / Risk, Audit and Performance Committee.
- 5.2.4 The External Auditor appointed to Aberdeen City Integration Joint Board for the purposes of conducting their work, shall:-
- Have a right of access to all records, assets, personnel and premises, including those of partner organisations in carrying out their duties in relation to Integration Joint Board activity.
 - Have access to all records, documents and correspondence relating to any financial and other transactions of the Board and those of partner organisations where it relates to their business with the Board.
 - Require and receive such explanations as are necessary concerning any matter under examination.

5.3 INTERNAL AUDIT - RESPONSIBILITY

- 5.3.1 The role of Internal Audit is to understand the key risks faced by the Aberdeen City IJB and to examine and evaluate the adequacy and effectiveness of the system of risk management and internal control as in support of the governance arrangements operated by the Board.
- 5.3.2 The Aberdeen City IJB shall secure the provision of an internal audit service to provide an independent and objective opinion on the control environment comprising risk management, governance and control of the delegated resources. The delivery of internal audit services is currently undertaken by the Internal Audit Section of the Aberdeen City Council.
- 5.3.3 .



- 5.3.4 Where the internal audit services are provided by either NHS Grampian or Aberdeen City Council (or indeed a shared service), such provision should be subject to a formal service level agreement and subject to periodic review.
- 5.3.5 The operational delivery of internal audit services within NHS Grampian and Aberdeen City Council will be contained within their respective established arrangements.
- 5.3.6 The Internal Audit Service provided to Aberdeen City IJB will undertake its work in compliance with the Public Sector Internal Audit Standards.
- 5.3.7 Prior to the start of each financial year the AChief Internal Auditor of the Internal Audit Service (Aberdeen City Council) will prepare and submit a strategic risk based audit plan to the Aberdeen City Integration Joint Board for approval. It is preferable that this be shared with the relevant Committees of NHS Grampian and Aberdeen City Council.
- 5.3.8 The Chief Internal Auditor shall report to the Integration Joint Board via the Risk, Audit and Performance Committee at regular intervals throughout the year on the outcomes of audit work completed and on progress towards delivery of the agreed annual plan; and provide an annual assurance opinion based on the overall findings from the audit.
- 5.3.9 Such Internal Audit work shall not absolve senior management of the responsibility to ensure that all financial transactions are undertaken in accordance with the Financial Regulations and Standing Orders and that adequate systems of internal control exist to safeguard assets and secure the accuracy and reliability of records.
- 5.3.10 It shall be the responsibility of senior management to ensure that access and explanations requested by Internal Audit are provided in a timely manner.
- 5.3.11 The Chief Internal Auditor has the right to report direct to the Integration Joint Board in any instance where he or she deems it inappropriate to report to the Chief Officer, Chief Finance Officer or Risk, Audit and Performance Committee.
- 5.3.12 Where recommendations resulting from Internal Audit work have been agreed, the Chief Officer shall ensure that these are implemented within the agreed timescale. Regular progress reports will be sought by Internal Audit and it is the responsibility of the Chief Officer to ensure that these are provided when requested along with explanations of any recommendations not implemented within the agreed timescale.

5.4 INTERNAL AUDIT - AUTHORITY

- 5.4.1 The Chief Internal Auditor or their representatives shall have the authority, on production of identification to obtain entry at all reasonable times to any premises or land used or operated by Aberdeen City IJB in order to review, appraise and report on the areas detailed below:-



- The adequacy and effectiveness of the systems of financial, operational and management control and their operation in practice in relation to the business risks to be addressed.
- The governance arrangements in place by reviewing the systems of internal control, risk management practices and financial procedures.
- The extent of compliance with policies, standards, plans and procedures approved by the Aberdeen City IJB and the extent of compliance with regulations and reporting requirements of regulatory bodies.
- The suitability, accuracy, reliability and integrity of financial and other management information and the means used to identify, measure and report such information.

5.4.2 In addition, the Chief Internal Auditor or their representatives, for the purposes of conducting their work, shall:-

- Have a right of access to all records, assets, personnel and premises, when carrying out their duties in relation to Integration Joint Board activity.
- Have access to all records, documents and correspondence relating to any financial and other transactions of the Board and those of partner organisations where it relates to their business with the Board.
- Require and receive such explanations as are necessary concerning any matter under examination.

5.5 FRAUD, CORRUPTION & BRIBERY

5.5.1 Every member of Aberdeen City IJB and its representatives shall observe these Financial Regulations within the sphere of their responsibility. They have a duty to bring to the immediate attention of the Chief Finance Officer / Chief Internal Auditor any suspected fraud or irregularity in any matter that would contravene these regulations.

5.5.2 There are a range of confidential routes available to the Aberdeen City Integration Joint Board and its representatives who wish to ask for advice or to report suspected fraudulent activity;

- Your Line Manager
- Your HR Manager
- NHS Counter Fraud Services (CFS) Fraud Hotline on – 08000 15 16 28
- NHS Counter Fraud Services Website on: NHS CFS Website
- NHS Grampian's Fraud Liaison Officer – Assistant Director of Finance (Financial Services) on 07966 336548



NHS Grampian's Deputy Fraud Liaison Officer – Financial Governance Manager
on 01224 556103

- Aberdeen City Council's Corporate Investigations Team on 01224 523526

All information provided is treated in the strictest of confidence and individuals who raise genuine concerns are protected by law, regardless of the outcome of any investigation that they initiate.

The fraud policies of both NHS Grampian and Aberdeen City Council are available here:

[Aberdeen City Council - Control Fraud Policy \(2021\)](#)

[NHS Grampian Counter Fraud, Theft and Corruption Policy \(NB intranet link and under review as of January 2025\)](#)

5.5.3 When a matter arises where it is suspected that an irregularity exists in the exercise of the functions of Aberdeen City Integration Joint Board, the Chief Finance Officer in conjunction with the Chief Internal Auditor and the Chief Officer, will take such steps as may be considered necessary by way of investigation and report.

5.6 INSURANCE

5.6.1 The Chief Officer in conjunction with the Chief Finance Officer will ensure that the risks faced by the Board are identified and quantified and that effective measures are taken to reduce, eliminate or insure against them.

5.6.2 Aberdeen City IJB is a member of the Clinical Negligence and Other Risks Scheme (CNORIS). The cover provided is in relation to indemnity for Aberdeen City Integration Joint Board Members only, in respect of decisions made by the members in their capacity on the Board. All other cover required is provided by NHS Grampian and Aberdeen City Council.

5.6.3 The Chief Officer is responsible for ensuring that there are adequate systems in place for the prompt notification in writing to the Chief Finance Officer of any loss, liability, damage or injury which may give rise to a claim, by or against the Board.

5.6.4 The Chief Officer in conjunction with the Chief Finance Officer shall annually or at such other period as may be considered necessary, review all insurances. Any required changes should be reported to Aberdeen City Integration Joint Board.



- 5.6.5 The Chief Officer in conjunction with the Chief Finance Officer of Aberdeen City Integration Joint Board will review the requirement for membership of the Scottish Government (CNORIS) on an annual basis.

5.7 VAT

- 5.7.1 HMRC have confirmed that there is no VAT registration requirement for Integration Joint Boards under the VAT Act 1994 as it will not be delivering any services that fall within the scope of VAT.
- 5.7.2 Should the activities of the Aberdeen City IJB change in time and it becomes empowered to provide services, then it is essential the VAT treatment of any future activities or services delivered are considered in detail by the Chief Finance Officer to establish if there is a legal requirement for the Integration Joint Boards to register for VAT.
- 5.7.3 The Chief Officer and Chief Finance Officer must remain cognisant of possible VAT implications arising from the delivery of the Strategic Plan. The Partner organisations should be consulted in early course on proposals which may have VAT related implications for them.

5.8 GIFTS and HOSPITALITY / REGISTER of INTEREST

- 5.8.1 Members and employees should comply with their respective codes of conduct when offered gifts, gratuities and hospitality. NHS Grampian and Aberdeen City Council both maintain a register of gifts and hospitality offered.
- 5.8.2 A central register of gifts and hospitality will be maintained by the Aberdeen City Integration Joint Board. For the offers of any hospitality or gift, approval must be sought from the relevant line manager prior to acceptance and for offers exceeding £30 details must be intimated in writing for including in the register. Reference should be made to the respective codes of conduct.
- 5.8.3 A separate [Register of Interests](#) for board members is to be maintained by the Clerk to the Aberdeen City IJB. .

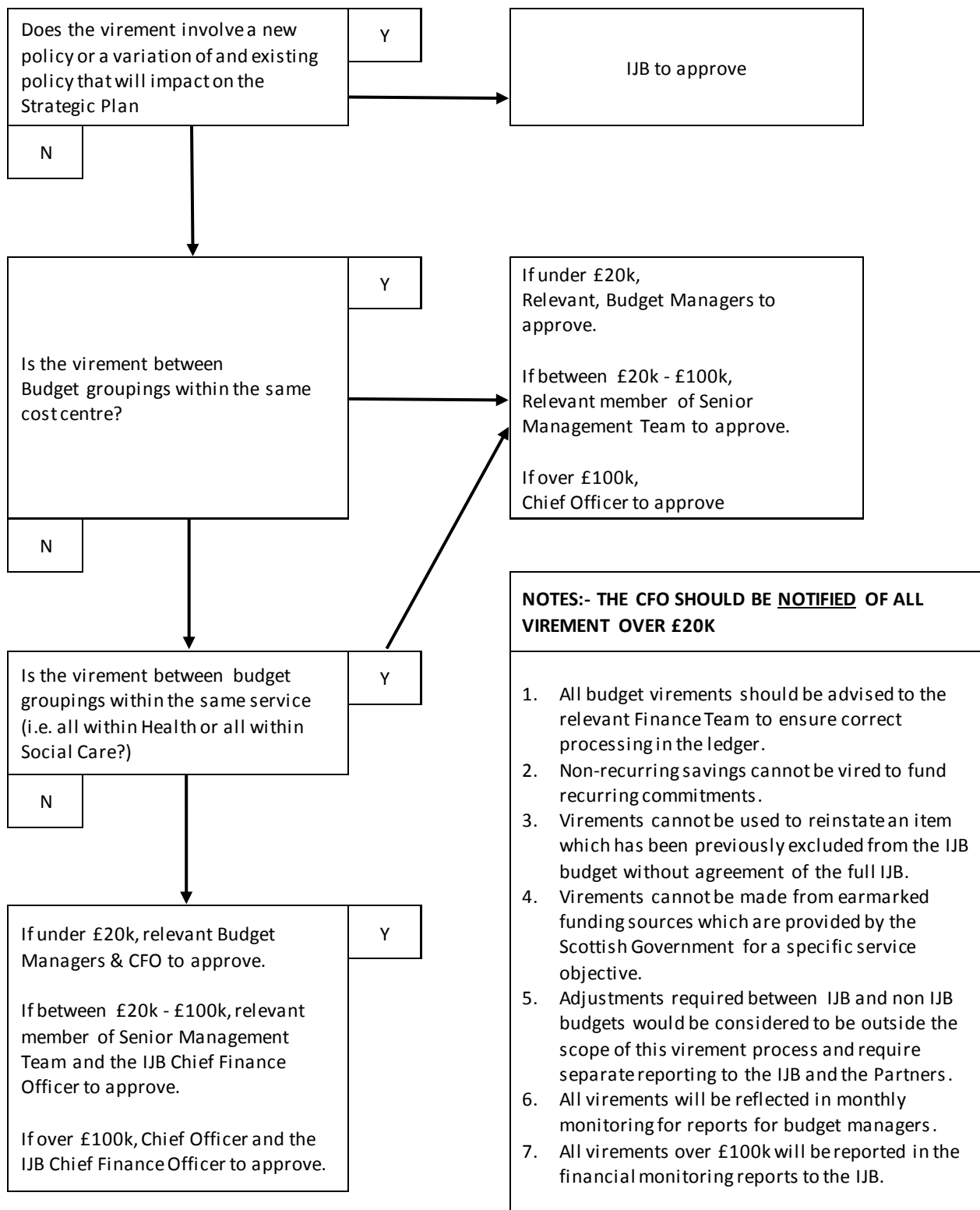
6 REVIEW OF FINANCIAL REGULATIONS

- 6.1 These Financial Regulations shall be subject to review on an ongoing basis, and at a minimum of every year by the Aberdeen City IJB Chief Finance Officer and where necessary, subsequent amendments will be submitted to Aberdeen City IJB for approval. Financial Regulations should be considered alongside other Governance documents including Standing Orders and Scheme of Delegation.





APPENDIX 1 – IJB VIREMENT APPROVAL RESPONSIBILITY CHART





Aberdeen City Integration Joint Board

RESERVES POLICY

<u>Date Created</u>	<u>Date Implemented</u>	<u>Review Date</u>
<u>September 2016</u>	<u>October 2016</u>	<u>February 2026</u>

<p><u>Developed By Chief Finance Officer</u></p> <p><u>VERSION 2.1 Reviewed by 08 January by Chief Finance Officer</u></p>
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1. Background

- 1.1 The Aberdeen City Integration Joint Board (IJB) and Risk, Audit and Performance Committee is subject to the audit and accounts regulations and legislation of a body under Section 106 of the Local Government (Scotland) Act 1973 and is classified as a local government body for accounts purposes by the Office for National Statistics (ONS). The IJB is able to hold reserves which should be accounted for in the financial accounts of the Board.
- 1.2 The purpose of this Reserves Policy is to:
- outline the legislative and regulatory framework underpinning the creation, use or assessment of the adequacy of reserves;
 - identify the principles to be employed by the IJB in assessing the adequacy of the its reserves;
 - indicate how frequently the adequacy of the IJB's balances and reserves will be reviewed and;
 - set out arrangements relating to the creation, amendment and the use of reserves and balances.
- 1.3 In common with local authorities, the IJB can hold reserves within a usable category.

2. Statutory / Regulatory Framework for Reserves

Usable Reserves

- 2.1 Local Government bodies - which includes the IJB for these purposes - may only hold usable reserves for which there is a statutory or regulatory power to do so. In Scotland, the legislative framework includes:

Usable Reserve - Powers

General Fund - Local Government (Scotland) Act 1973

- 2.2 For each reserve there should be a clear protocol setting out:
- the reason / purpose of the reserve;
 - how the reserve links to the strategic plan,
 - how and when the reserve can be used;
 - procedures for the reserves management and control; and
 - The timescale for review to ensure continuing relevance and adequacy.

3. Operation of Reserves

3.1 Reserves are generally held to do three things:

- create a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing;
- create a contingency to cushion the impact of unexpected events or emergencies – this also forms part of general reserves; and
- create a means of building up funds, often referred to as earmarked reserves, to meet known or predicted liabilities, including ring fencing funding allocations from the Scottish Government which are required to be spent on specific projects.

3.2 The balance of the reserves normally comprises of three elements:

- funds that are earmarked or set aside for specific purposes. In Scotland under Local Government rules, the IJB cannot have a separate Earmarked Reserve within the Balance Sheet, but can highlight elements of the General Reserve balance required for specific purposes. The identification of such funds can be highlighted from a number of sources including:
- future use of funds for a specific purpose, as agreed by the IJB; or
- funds which are not earmarked for specific purposes, but are set aside to deal with unexpected events or emergencies; and
- funds held in excess of the target level of reserves and the identified earmarked sums. Reserves of this nature can be spent or earmarked at the discretion of the IJB.

4. Role of the Chief Finance Officer

4.1 The Chief Finance Officer is responsible for advising on the targeted optimum levels of reserves the IJB would aim to hold (the prudential target). The IJB, based on this advice, should then approve the appropriate reserve strategy as part of the budget process.

5. Adequacy of Reserves

5.1 There is no guidance on the minimum level of reserves that should be held. In determining the prudential target, the Chief Finance Officer must take account of the strategic, operational and financial risks facing the IJB over the medium term and the IJB's overall approach to risk management.

5.2 In determining the prudential target, the Chief Finance Officer should consider the IJB's Strategic Plan, the medium term financial outlook and the overall

financial environment. Guidance also recommends that the Chief Finance Officer reviews any earmarked reserves as part of the annual budget process and development of the Strategic Plan.

- 5.3 In light of the size and scale of the IJB's responsibilities, over the medium term it is proposed to hold a prudent level of general reserves. The reserves will be reviewed annually as part of the IJB's Budget and Strategic Plan; and in light of the financial environment at that time. The level of other earmarked funds will be established as part of the annual financial accounting process.

6. Reporting Framework

- 6.1 The Chief Finance Officer has a fiduciary duty to be satisfied that decisions taken on the balances and reserves ensure proper stewardship of public funds.
- 6.2 The level and utilisation of reserves will be formally approved by the IJB based on the advice of the Chief Finance Officer. To enable the IJB to reach a decision, the Chief Finance Officer should clearly state the factors that influenced this advice.
- 6.3 As part of the budget report the Chief Finance Officer should state:
- the current value of general reserves, the movement proposed during the year and the estimated year-end balance and the extent that balances are being used to fund recurrent expenditure;
 - the adequacy of general reserves in light of the IJB's Strategic Plan, the medium term financial framework and the overall financial environment;
 - an assessment of earmarked reserves and advice on appropriate levels and movements during the year and over the medium term; and
 - if the reserves held are under the prudential target, that the IJB should be considering actions to meet the target through their budget process.

7. Accounting and Disclosure

- 7.1 Expenditure should not be charged direct to any reserve. Any movement within Revenue Reserves is accounted for as an appropriation and is transparent. Entries within a reserve are specifically restricted to 'contributions to and from the revenue account' with expenditure charged to the service revenue account.

Appendix 1 - Reserves Protocol

General Fund

Purpose of the reserve	The General Fund of the Integrated Joint Board will be utilised to hold balances generated within Income and Expenditure Account
Use of the reserve	This represents the general reserve of the Integration Joint Board and is used to manage the financial strategy of the Integration Joint Board. Any use of general fund reserves has to be approved by the Integration Joint Board through the appropriate committee framework
Management and Control	Management and control is maintained through the established financial management frameworks and review through the year end and budget process.

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INTEGRATION JOINT BOARD

Date of Meeting	13 May 2025
Report Title	Recruitment and Selection Process for Chief Finance Officer
Report Number	HSCP.25.038
Lead Officer	Fiona Mitchelhill, Chief Officer
Report Author Details	Alison Paterson, Interim Talent Lead, Aberdeen City Council alispaterson@aberdeencity.gov.uk
Consultation Checklist Completed	Yes
Directions Required	No
Exempt	No
Appendices	1 Job Profile
Terms of Reference	1

1. Purpose of the Report

- 1.1. This report sets out the proposed approach to recruiting a Chief Finance Officer of the Integrated Joint Board (IJB) (Aberdeen City Health and Social Care Partnership), and includes a number of recommendations for approval by the IJB relating to the job profile for the role, the recruitment selection process and the constitution of an appointment panel for the final selection panel interview.

2. Recommendations

- 2.1. It is recommended that the Integration Joint Board:



INTEGRATION JOINT BOARD

- a) Notes the job profile attached at Appendix 1;
- b) Establishes a temporary Committee of the IJB, to be called an Appointment Panel, constituting the Chair and Vice Chair of the IJB and the Chief Officer (who will act as Chair of the Appointment Panel), to interview candidates and make an appointment;
- c) Agree that in the absence of the Chair or Vice Chair of the IJB, that the IJB agrees that a voting member of the IJB from the relevant constituent body, substitutes for the Chair or Vice Chair of the IJB at the Appointment Panel;
- d) Agrees that the appointment of the Chief Finance Officer shall be determined by the Appointment Panel, on behalf of the IJB;
- e) Agrees that the Chief Officer makes arrangements for an Interim Chief Finance Officer should they consider it necessary to do so.

3. Strategic Plan Context

- 3.1. The Chief Finance Officer provides financial leadership to support the Chief Officer and the Integrated Joint Board (IJB). In addition, the Chief Finance Officer (CFO) is responsible for planning, developing and delivering the IJB's financial strategy, ensuring sound governance and best value. As such, the recruitment of a CFO is integral to the continued delivery of the aims and objectives of the Strategic Plan as well as ensuring clear financial management is in place.

4. Summary of Key Information

- 4.1. The Aberdeen City Health and Social Care Partnership CFO role will become vacant in July 2025. As a result, there is a need to recruit to the CFO role as soon as possible.
- 4.2. The Integration Scheme states that the IJB will appoint a CFO who will be accountable for the annual accounts preparation (including



INTEGRATION JOINT BOARD

gaining the assurances required for the governance statement) and financial planning (including the financial section of the Strategic Plan) and will provide financial advice and support to the Chief Officer and the IJB. The CFO will also be responsible for the production of the annual financial statement in terms of section 39 of the Public Bodies (Joint Working) (Scotland) Act 2014.

- 4.3.** In light of the urgency to recruit to the vacancy, arrangements have been made to prepare for the recruitment and selection process. Should the Board approve the recommendations in this report, the selection process will be undertaken from 16th May 2025.

4.4. Job Profile

The job profile was reviewed and approved, as part of the previous recruitment and selection process in November 2024, to ensure that it remains relevant and is attached at Appendix 1. No further changes have been made to the job profile, which remains graded at ACC Chief Officer Scale Point 27 (currently £83,269 / NHS Agenda for Change Band 8C (currently £83,837 - £89,866)).

4.5. Selection Process

It is intended that a robust selection process will be undertaken to assess candidates against the requirements of the job profile. In accordance with the selection processes facilitated by the HR Teams of ACC and NHS Grampian for senior leadership appointments, it is intended that candidates be subject of an assessment centre comprising a number of sessions, each designed to test different elements of the job requirements. The assessment centre outcomes will be provided to the Appointment Panel convened to undertake a final selection panel interview.

4.6. Intended Timeline for Selection Process

The selection process, assessment centre and Appointment Panel interview, are scheduled to take place 16th and 19th May 2025 respectively, subject to approval of this report.

4.8. Appointment of Chief Finance Officer



INTEGRATION JOINT BOARD

It is recommended that the IJB establish a Committee, to be known as the “Appointment Panel”, under Standing Order 25 of the IJB’s Scheme of Governance. That Committee will be temporary and will be disestablished once the recruitment process ceases.

The governance of the Appointment Panel will be in accordance with the IJB’s Standing Orders. Standing Order 25(4) states that the Chair of a Committee cannot be the Chair or Vice Chair of the IJB. The Appointment Panel shall comprise the Chair and Vice Chair of the IJB, or their nominated substitute, and the Chief Officer of the IJB, who will act as Chair of the Appointment Panel. The Panel will also be supported by an HR advisers from either ACC or NHS Grampian.

The Appointment Panel, as a Committee of the IJB, shall make the appointment of the CFO. The decision of the Appointments Panel must be agreed by the voting members of that Panel.

5. Implications for IJB

5.1. Equalities, Fairer Scotland and Health Inequality

As with all public bodies, the IJB has an equalities duty under the Equality Act 2010. Public Bodies such as the IJB must, when making decisions of a strategic nature about how to exercise its functions, have due regard to reducing discrimination and advancing equality of opportunity, with the purpose to reduce inequality of outcomes.

The recruitment and selection of a new Chief Finance Officer shall be done in accordance with the recruitment and selection guidance and diversity and equality policies of both partner organisations – NHS Grampian and Aberdeen City Council. A full internal and external advertising process will be undertaken so that the vacancy is visible and accessible to all.

5.2. Financial

There are no direct financial implications arising from the recommendations of this report.



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5.3. Workforce

There are no direct workforce implications arising from the recommendations of this report.

5.4. Legal

The role of the Chief Finance Officer is statutory. To not make plans to appoint an incumbent Chief Finance Officer would result in non-compliance with the Public Bodies (Joint Working) (Integrated Joint Boards) (Scotland) Order 2014.

5.5. Unpaid Carers

There are no direct implications arising from the recommendations of this report.

5.6. Information Governance

There are no direct legal implications arising from the recommendations of this report.

5.7. Environmental Impacts

There are no direct environmental implications arising from the recommendations of this report.

5.8. Sustainability

There are no direct sustainability implications arising from the recommendations of this report.

5.9. Other

6. Management of Risk



INTEGRATION JOINT BOARD

6.1. Identified risks

The Chief Finance Officer together with Chief Officer and the Senior Leadership Team is responsible for the delivery of the Strategic Plan for the IJB. The Strategic Risk Register sets out all of the potential risks and mitigations associated with delivery of the Strategic Plan. The risk of failure to deliver on the Strategic Plan is mitigated by the appointment of a Chief Finance Officer.

6.2. Link to risks on strategic or operational risk register:

As above, all strategic risks set out of the Strategic Risk Register help to manage and mitigate delivery of the Strategic Plan.



Aberdeen City Health & Social Care Partnership
A caring partnership



INTEGRATION JOINT BOARD

Aberdeen City Health & Social Care Partnership Job Profile

Chief Finance Officer



INTEGRATION JOINT BOARD

About the Role

To provide financial leadership, high quality professional advice, strategic forward looking finance options and decision support to the Chief Officer and the Integrated Joint Board (IJB).

To plan, develop and deliver the IJB's financial strategy, ensuring sound governance and Best Value. This includes the preparation and presentation of all reports that meet statutory reporting requirements, safeguarding and accurate recording and reporting of all financial information.

Job Title

Chief Finance Officer

Pay Grade

CO Point 27

Service Area/Team

ACHSCP

Location

Marischal College

Chief Officer

Chief Finance
Officer

Key Outcomes and Task Examples

The post holder will deliver the following outcomes:

Take the lead in long term financial planning for the Aberdeen City Adult Health and Social Care Partnership (ACHSCP), managing the budget setting process and ensuring delivery of a balanced budget

Examples of related tasks:

- Create and refresh annually the medium-term financial framework (MTFF) for the IJB
- Link the MTFF to the IJB Strategic Plan
- Facilitate approval of the MTFF from the IJB, including the annual budget
- Work collaboratively across organisational boundaries to promote a whole system approach to service and financial planning.



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Provide expert advice and guidance on all financial matters to the Chief Officer and Integrated Joint Board and contribute to strategic decision making.	<ul style="list-style-type: none"> • Attend leadership team meetings and provide financial advice to senior leadership team of Aberdeen City Health and Social Care Partnership • Attend the IJB as a non-voting member and provide financial advice • Act as Executive Lead to and attend the Risk, Audit and Performance Committee and provide financial advice as required. • Review all reports from a financial perspective prior to discussion at the IJB and its committees.
	<ul style="list-style-type: none"> • Provide advice on financial risks impacting the IJB and implications of changes to legislation changes and national policy
Ensure full and proper completion of all accounting processes and of all statutory reports and financial statements including the preparation and presentation of the Annual Accounts.	<ul style="list-style-type: none"> • Ensure the completeness and accuracy of all financial information and reports. • Provide financial monitoring information to the IJB and Senior Leadership Team regularly • Co-ordinate and participate in the preparation and development of the Annual Accounts for the IJB • Ensure changes to the Accounting Code of Practice and Accounting Standards are incorporated into the Annual Accounts and other financial returns • Lead contact for both external and internal audit within the IJB. • Promotion of sound financial stewardship in alignment with the CIPFA Principles of Good Governance.
Develop, implement and enforce policy related to financial governance.	<ul style="list-style-type: none"> • Provide advice on financial regulations of both Council and NHS on how they relate to and are applied by the IJB • Provide advice on procurement regulations of both Council and NHS on how they relate to and are applied by the IJB • Promote and advise on embedding appropriate financial controls and counter fraud actions in the processes and procedures of the IJB
Maintain and develop professional accounting standards providing specialist support to senior managers in effective financial management of their area.	<ul style="list-style-type: none"> • Consider the implications of new accounting standards on IJB • Lead officer for the IJB financial regulations • Provide financial advice and information to senior leadership team • Enable and provide scrutiny of service budgets.

This job profile provides indicative information about outcomes, tasks and activities that may be undertaken as part of this role. It is not intended to be an



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Actively participate in the development of policy, strategy and other initiatives.

- Develop an understanding of national and locally policy initiatives and the financial impact on the IJB
- Input into strategic planning process by ensuring that the Strategic Plan is deliverable within the projected financial envelope as set out in the Medium Term Financial Framework.
- Lead transformation initiatives for ACHSCP
- Develop and maintain close working relationships with neighbouring IJBs and NHSG to ensure regional interests are consistently administered.
- Attend national finance group meetings and any relevant Scottish Government working groups
- Enable and promote a greater allocation of available financial resources to preventative and early prevention initiatives.
- Participate in the Senior Manager On-Call System, which provides 24/7 emergency senior manager support for HSCP healthcare functions and also be part of the ACC senior management response in the event of major incidents in other sectors.

Role Requirements

This section includes what the post holder needs to carry out the role or, for recruitment purposes, enables applicants to decide whether they meet these requirements.

Minimum Qualification(s) / Certificates / Memberships etc. required

- degree level qualification in a discipline relevant to the role
- CCAB Qualified Accountant and current membership of a recognised chartered professional body
- significant post qualification experience



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As a minimum, demonstrate skills and experience in	<ul style="list-style-type: none">• financial planning and leadership at a senior level in a large multi-function organisation• strategic planning and contributing to the development of business strategies• managing and presenting information for reporting, monitoring, analysing and evaluating of finance and financial planning• advising, influencing, persuading, commanding confidence and acting assertively in a high-profile environment• engaging proactively and openly with a wide range of stakeholders• using financial systems to advance underlying business objectives, including improving systems to provide better information for decision making.• the ability to establish, develop and deliver all relevant processes for the delivery of complete financial management systems and financial planning• deploying high level analytical skills and creative problem-solving• meeting deadlines while balancing a range of competing priorities• communicating clearly with colleagues and stakeholders.• thinking strategically with willingness and an ability to deal with day-to-day issues.• ability to manage competing risks in the context of the IJB Risk Appetite Statement
As a minimum, demonstrate an understanding of	<ul style="list-style-type: none">• all statutory legislation relevant to the role.• financial government and regulations• procurement legislation• cross system working
Demonstrate commitment to	<ul style="list-style-type: none">• the IJB's vision, mission and aims• continuing professional development
Other requirements	<ul style="list-style-type: none">• the ability to travel to locations around the city and beyond, to meet the requirements of the role• participate in the Senior Manager On-Call System, which provides 24/7 emergency senior manager support for HSCP healthcare functions and also be part of the ACC senior management response in the event of major incidents in other sectors.



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Core Behaviours - Aberdeen City Health and Social Care Partnership	
The post holder needs to demonstrate the following behaviours:	
Creativity and innovation	Finding different ways of thinking and doing
Motivating and Inspiring others	Supporting others to be the best they can be
Empowering Others	Enabling people to develop and use their leadership capacity
Self-Leadership	Recognising, exercising and improving your own leadership
Vision	Positive plans for the way ahead
Collaborating and influencing	Leading in partnership and taking others with you

Aberdeen City Health and Social Care Partnership		Version Date	March 2024	
Service Area/Team		JENumber	7863	Capability Framework Level



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Date of Meeting	13 th May 2025
Report Title	Annual Resilience Report
Report Number	HSCP25.031
Lead Officer	Fiona Mitchelhill, Chief Officer
Report Author Details	Name: Martin Allan Job Title: Business, Resilience and Communications Lead Email Address: martin.allan3@nhs.scot
Consultation Checklist Completed	Yes
Directions Required	No
Exempt	No
Appendices	None
Terms of Reference	Monitor the IJB's work and performance as a Category One Responder under the Civil Contingencies Act 2004.

1. Purpose of the Report

- 1.1. To provide the annual assurance report on the Integration Joint Board's (IJB's) resilience arrangements in fulfilment of its duties as a Category 1 responder under the Civil Contingencies Act 2004.

2. Recommendations

- 2.1. It is recommended that the IJB:

- a) indicate they are assured that the duties of the IJB as a Category 1 responder under the Civil Contingencies Act 2004 are being met (as detailed in the report)



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3. Strategic Plan Context

- 3.1. Ensuring a robust and effective risk management process will help Aberdeen City Health and Social Care Partnership (ACHSCP) achieve the strategic priorities as outlined in its strategic plan, as well as the IJB's duties under the Civil Contingencies Act, as it will monitor, control, and mitigate the potential risks to achieving these. The Operational Risk relating to the IJB being a Category 1 Responder has been aligned to the ACHSCP Strategic Plan.

4. Summary of Key Information

- 4.1. The IJB has emergency planning responsibilities to fulfil as a Category 1 responder, as defined by the Civil Contingencies Act 2004. These responsibilities were confirmed in April 2021. This report provides an annual position statement on our activity and preparedness in the areas set out in the Act, including details of further planned improvements to ensure that the IJB and ACHSCP are in as strong a position as possible to respond to emergencies and incidents.
- 4.2. To recap, our responsibilities under the 2004 Act are as follows:
- To assess the risk of emergencies occurring and using this to inform contingency planning.
 - To maintain emergency plans and business continuity plans.
 - To inform the public about civil protection matters and to maintain arrangements to warn, inform and advise the public in the event of an emergency.
 - To share information with other local responders to enhance coordination, and to co-operate with other local responders to enhance co-ordination and efficiency.
- 4.3. ACHSCP is a member on a variety of governance groups established by NHS Grampian (NHSG) and Aberdeen City Council (ACC), as well as the Grampian Local Resilience Partnership (GLRP).
- 4.4. ACHSCP's Senior Managers on Call (SMOCs) remain on call 24/7 throughout the year and are responsible for assessing and managing civil contingencies risks during emergency response.



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- 4.5.** The SMOC's operations have been revised during 2024/25, with the SMOC's now being on call for either 4 days (Monday to Thursday) or 3 days (Friday to Sunday) on a rota basis which means that the SMOC's are not on call for a full 7 days. Also, the SMOC's no longer attend the daily (sometimes twice daily) NHSG System meetings, with attendance now delegated to the appropriate operational level. In 2024/25 there has also been changes in the personnel of the SMOC's with 2 SMOC's leaving the organisation and 1 SMOC being recruited onto the rota.
- 4.6.** As stated above, ACHSCP work closely with other Category 1 Responders, particularly the wider GLRP, ACC and NHSG. In relation to ACC, some of the close working has been in connection with caring for people. ACHSCP are the lead for any care for people response in the City and work in conjunction with ACC to provide this response. The Aberdeen City Care for People Plan has been revised in 24/25 and outlines how Support Centres can be set up (this is done through the instruction of the ACC's Duty Emergency Response Co-ordinator DERC).
- 4.7.** In relation to the GLRP, work is ongoing around planning for a National Planning Outage (NPO). As a result, ACHSCP is one of the Category 1 Responders who will be based at Woodhill House (it has a separate generator) to co-ordinate the response using a Multi-Agency Co-ordination centre (MACC) approach.
- 4.8.** ACC's Emergency Planning officers have spent time this past year ensuring their Emergency Response teams are prepared and have equipment ready to manage a response. Kittybrewster depot has become the logistics base for the Council and holds stock for Support Centre Managers to use if a rest centre is required. Also, if there is a NPO, Kittybrewster is the meeting point for key staff and there is additional equipment held for this eventuality. ACHSCP have also been allocated space at Kittybrewster and appropriate operational staff will be based there during a NPO.
- 4.9.** As well as ensuring that equipment is available the Council have undertaken a full assessment of venues for use in an emergency response. There are 6 centres across the city with Transportation partners on board for moving citizens to these centres if required. Support Centres • Aberdeen Sports Village; Get Active @ Jesmond; Get Active @Sheddocksley; Get Active@ Peterculter; Get Active @ Kincorth; and Get Active @ Beacon.
- 4.10.** ACHSCP has responded to a number of incidents / events and effectively managed these through its emergency response structures. De-briefs have



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been completed for all events responded to and improvement actions are identified and overseen by the Civil Contingencies Group

Incident / Event	Activity
Bressay Brae unexploded ordnance- July 2024	SMOC activated • ACC Support Centre Manager activated • Multi agency meetings with Police, Fire, Ambulance and Ministry of Defence • Rest Centre at Sport Aberdeen Sheddocksley opened. SMOC took part in ACC debrief.
Lemon Place Suspicious device/package- November 2024	SMOC activated • ACC Incident Management Team stood up (SMOC attended meetings) • ACC Support Centre Manager activated • Multi agency meetings with Police, Fire, Ambulance and Ministry of Defence • Rest Centre at Aberdeen Sports Village opened. SMOC took part in ACC debrief.
Aulton Court damage/vandalism to alarm system- December 2024	Mostly a Business As Usual response • ACC Incident Management Team stood up (SMOC attended meetings) • Operation response and repair undertaken by ACC
Merkland Road East fire-January 2025	SMOC activated • ACC Incident Management Team stood up (SMOC attended meetings) • Support Centre Manager activated. Multi agency meetings with Police, Fire, Ambulance • Rest Centre at Aberdeen Sports Village opened • Support provided at Rest Centre by British Red Cross. SMOC took part in ACC debrief. One area for ACHSCP to consider for future incidents is having a suitably trained clinician at future Rest centres to assist the Support Centre Manager with any health requirements (eg urgent prescriptions)-This will be picked up by ACHSCP's Lead for Business, Resilience and Communications.
Storm Eowyn-January 2025	SMOC activated • ACHSCP and ACC Incident Management Teams stood up (SMOC attending these) • ACHSCP services kept informed of



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	<p>latest weather warnings/bad weather guidance. SMOC attended meetings of ACC IMT Thursday-Saturday. Vulnerable People List was checked for those affected by the power outages due to storm. IMT stood down on Saturday morning. SMOC took part in ACC debrief. One area for ACHSCP to consider in future incidents is the establishment of its own IMT, as detailed in the approved ACHSCP Generic Emergency Plan. This has been picked up by ACHSCP's Lead for Business, Resilience and Communications. It is planned that a tabletop exercise to test the ACHSCP's Generic Emergency Plan be arranged by the end of summer 2025.</p>
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4.9 Exercising and training continues to be a priority for the Partnership, with full support from the Senior Leadership Team which is critical in ensuring engagement from all relevant teams. The following have been completed this year:

Training topics	Completed	Agency/staff involved
National Power Outage (NPO) presentation-March 2024	Yes	SMOC's and DERCs
SMOC and DERC Winter refresher session-October 2024	Yes	SMOCs and DERC's
Community Resilience Conference-October 2024	Yes	SMOC's and Existing community groups and potential community groups – Aberdeenshire council and other Category One responders.
Individual SMOC training-throughout the year when new SMOC's come onto the rota	Yes	SMOC's



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- 4.11.** The continued use of the Resilience Hub (set up as a resource for SMOC's and DERC's which provides a toolkit for emergency response teams), has continued with a strong focus over the year and its content is steadily growing. This assists with situational awareness, sharing of historical data and lessons learned, partnership contacts, relevant legislation and regulation reference documents. The Resilience Hub is also a central place to share information and updates on incidents and acts as the single point of contact for current information e.g. emergency plans and activation packs. Some of the content on the Resilience Hub includes:
- Monthly updates posted UK PROTECT Bulletin
 - Sharing of partner rotas
 - Weather updates, official warnings as well operational updates
 - DERC and SMOC channel to allow immediate information flow
 - Templates for managing incidents and debriefs from incidents
 - Media reports of interest
 - Changes in legislation or guidance
 - Training opportunities from other partners
- 4.12.** Risks are also assessed and monitored regularly through the GLRP which manages a risk register and resulting workplan. ACHSCP is represented on the GLRP which meets quarterly and its Working Group which meets every six weeks.
- 4.13.** ACHSCP developed a Generic Emergency Plan in 2024, which was approved by the Risk, Audit and Performance Committee in December 2024. This Plan will be exercised via a tabletop exercise by the end of summer 2025.
- 4.14.** As mentioned previously, preparation continues around an NPO, formally known as National Electricity Transmission System. A NPO is an unplanned prolonged power outage affecting the whole of the UK, or the whole of Scotland. This is a significant piece of work being progressed through a GLRP Task and Finish Group, a separate Resilient Telecommunications Group, and ACHSCP are involved in the Council's NPO planning process, as well as through NHSG's processes. An in-person session arranged by ACC, with key officers was held in late March 2024. Meetings of the Council's NPO Working Group have started and ACHSCP are represented on this Group and will lead the Care for People Sub Group of the wider Group.



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- 4.15.** The Alcohol Drug Partnership held a tabletop exercise in October 2023 on a new or emerging public health emergency relating to potential threat and mitigations of highly potent substances in Aberdeen i.e. high numbers of drug related deaths, harms and associated consequences. Following the exercise a draft Plan was submitted to the Aberdeen City Chief Officer's Group (COG) and was approved. Since then, work has been undertaken to convert the Aberdeen City Plan into a Grampian wide Plan, with meetings being held with colleagues in Aberdeenshire and Moray to progress this. This is in recognition of the fact that such an outbreak will inevitably cross administrative boundaries given the movement of people across the region. It is planned that an exercise testing the Plan will be held by the end of 2025.

Warning and Informing the Public

- 4.16.** ACHSCP's Communications officer operates a 24/7 – 365 days on-call rota (ties into ACC's and NHSG's out of hours rota for cover), part of which they will inform the public and media of any emergency.
- 4.17.** The staff member is part of the wider GLRP Public Communications Group – this group plays a crucial role in coordinating public communications.

Working with Local Responders

- 4.18.** ACHSCP has continued to work closely with all local Category 1 and 2 responders during the year. Key learnings from debriefs included: the building and promotion of Community Resilience throughout the City (in conjunction with ACC); the further development of the Aberdeen City Persons at Risk Database (PARC); and for all responders to consider their own Business Continuity Plans.
- 4.19.** Scottish and Southern Electricity Networks secured £125k grant for use in the City for community resilience purposes. As a result, 40 portable battery packs have been gifted to ACHSCP for use with vulnerable clients who have been affected by power outages in previous storms. Work is ongoing to deliver these batteries to clients.

4.20. CONTEST

The UK national strategy which aims to reduce the risk of terrorism through "the four Ps" –

- **Prevent:** stop people from becoming terrorists or supporting terrorism



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- **Protect:** improve our protective security to stop a terrorist attack.
- **Prepare:** work to minimise the impact of an attack and to recover as quickly as possible
- **Pursue:** investigate and disrupt terrorist attacks.

4.21. ACHSCP has been working with resilience partners in relevant areas to CONTEST. All staff in ACHSCP have been provided with information around CONTEST and how to complete the online Actions Counter Terrorism (ACT) training. The ACT training takes one hour and is an entry level, interactive, online product designed to provide counter terrorism guidance to help mitigate against current terrorist methodology.

4.22. Prevent – Refreshed duty guidance has been issued this year by the Scottish Government; no major impacts have been identified, and work has been undertaken to ensure existing operational practice and guidance internally has been updated to reflect the recent changes.

4.23. Protect-The Terrorism (Protective of Premises) Act 2025, also known as Martyn's Law, received Royal Assent on the 3rd of April 2025. Now that the Act has received Royal Assent, we expect the implementation phase to be at least 24 months. This will include establishing the regular function within the Security Industry Authority (SIA) as well as ensuring that there is time for businesses, premises and events to prepare for the legislation coming into force.

4.24. ACHSCP have been attending meetings of the North East multi-agency sub group which has a strong network of partners across Grampian to discuss impact, guidance on delivery and training opportunities coming from the Bill. ACHSCP (and the 2 other HSCP's) are not employers and do not own any buildings, so discussions are being held around the governance required to be in place to allow HSCP's to adhere to the legislation.

5. Implications for IJB

5.1. Equalities, Fairer Scotland and Health Inequality

While there are no direct implications arising as a result of this report, equalities implications are considered when operating a response to an incident via the current checking of D365 for vulnerable clients and in the future using the PARD.



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5.2. Financial

The Senior Managers on Call receive a standby allowance for being on call which equates in total to approximately £10,000 per annum. In addition to this, Time Off in Lieu (TOIL) is claimed by the SMOC's if they are involved in response/incident call outs.

5.3. Workforce

There are no direct workforce implications arising from this report.

5.4. Legal

This report outlines the duties that IJB's have under the Civil Contingencies Act 2004 and explains how the IJB has been meeting its duties. The report also references the draft Terrorism (Protective of Premises) Bill which sets out the requirements that, under Martyn's Law, venues and other organisations will have to meet to ensure public safety.

Unpaid Carers

There are no direct implications relating to unpaid carers in this report, however the continued development of the PARD will look at how unpaid carers and those that they care for are included in the project.

5.5. Information Governance

There are no direct information governance implications arising from this report; however, it should be noted that information sharing in response mode does have information governance implications which should be addressed by statutory requirements or local arrangements.

5.6. Environmental Impacts

The report outlines ACHSCP's response to adverse weather events as a Category 1 Responder.

5.7. Sustainability



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There are no direct sustainability implications arising from the report.

5.8. Other Implications

There are no other implications arising from this report.

6. Management of Risk

6.1. Identified risks(s)

The Risk on the IJB fulfilling its requirements under the Civil Contingencies Act 2004 was de-escalated from the Strategic Risk Register to the operational level and is being monitored through the ACHSCP's Civil Contingencies Group. The controls and mitigating actions that have been outlined in this report around the IJB's duties have managed to reduce the risk. The development of the PARD, continued review of plans and the exercising of these plans will help to further reduce the risk.

Link to risks on strategic or operational risk register:

As detailed above the risk around the IJB fulfilling its duties under the Act are contained at the operational level and are managed by the Business, Resilience and Communications Lead and monitored by the ACHSCP's Civil Contingencies Group on a quarterly basis.