

A	B	C	D	E	F	G	H	I	J
INTEGRATION JOINT BOARD BUSINESS PLANNER									
The Business Planner details the reports which have been instructed by the Committee as well as reports which the Functions expect to be submitting for the calendar year.									
Date Created	Report Title	Minute Reference/Committee Decision or Purpose of Report	Report Number	Report Author	Lead Officer / Business Area	ORGANISATION ACHSCP/ACC/NHSG	Update/ Status (RAG)	Delayed/ Deferred or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
09 June 2020									
24.03.2020	IJB Standing Orders Amendment	The Board resolved :- (i) to approve the recommendations; and (ii) to cancel meetings of the Risk Audit and Performance Committee and the Clinical Care Governance Committee until further notice.	HSCP.19.122	Jess Anderson	ACC Legal	ACHSCP		D	For Review
24.03.2020	Business Planner	The Board resolved :- (i) to instruct the Chief Officer to update the Business Planner as necessary and to focus on Urgent/Emergency business only; (ii) to continue to submit Service Updates as appropriate; and (iii) to note the revised business planner.	n/a	Derek Jamieson	Committee Services	ACHSCP			For Discussion and Review
24.03.2020	Grampian-wide Strategic Framework for Mental Health and Learning Disability Service 2020-2025	The report recommended :- that the Board – a) approve the Grampian-wide Strategic Framework for Mental Health and Learning Disability (MHL) 2020-2025 [appendix a]; b) note Aberdeen City Health and Social Care Partnership (ACHSCP), Aberdeenshire HSCP (ASHSCP) and Moray HSCP (MHSCP) plan to refresh their respective Mental Health and Learning Disability Strategy/(ies) for community-based services in 2022; c) instruct the Chief Officer to report back on the Performance Framework and Programme Transformation Plan to Aberdeen City IJB on the 25 June 2020, Aberdeenshire IJB on 24 June and Moray IJB on 26 June to provide assurance of detailed plans for service redesign, timelines and measures to monitor progress and sustainability.	HSCP.19.108	Kay Dunn	Planning Manager Lead	ACHSCP		D	For Review
29.05.2020	Recovery Plan	Chief Officer to present report on Operation Home First	HSCP.20.007	Gail Woodcock	Transformation Lead	ACHSCP			
29.05.2020	External Auditor Report			Michael Wilkie	KPMG				
29.05.2020	Audited Accounts			Alex Stephen	Chief Finance Officer	ACHSCP			
29.05.2020	Mobilisation Framework			Alex Stephen	Chief Finance Officer	ACHSCP			
29.05.2020	Grant Report		HSCP20.002	Anne McKenzie	Chief Commissioning Lead	ACHSCP			
29.05.2020	Supplementary Work Plan		HSCP20.001	Jean Stewart-Coxon	Strategic Procurement Manager	ACHSCP			
29.05.2020	National Principles for Sustainability Payments to Social Care Providers during Covid19		HSCP20.004	Martin Allan	Business Lead	ACHSCP			
29.05.2020	Service Users Representative Report		HSCP20.006	Alison Macleod	Strategy and Performance Lead	ACHSCP			
FOR FUTURE REPORTING									
04.09.2019	Market Facilitation Update	Co-Vid-19 measures delay from 24/03/20	HSCP19114	Anne McKenzie	Commissioning Lead	ACHSCP	Candidate for August	D	
13.01.2020	Carers Expense Policy	Co-Vid-19 measures delay from 24/03/20	HSCP19118	Alison MacLeod	Performance Lead	ACHSCP	Candidate for August	D	
22.01.20	Strategic Risk Register	On 21.01.2020, from the report Strategic Risk - HSCP 19.086The Board resolved :- (i)to approve recommendations (a) and (c) (ii)to note recommendation (b) and instruct the Chief Officer to obtain legal direction to revisit Risk 1 specifically in regards to 'Provider of Last Resort' and to report to the Board on 11 February 2020. IJB on 11.02 deferred until 24.03.20		Martin Allan	Business Lead	ACHSCP	Candidate for August	D	CoVid-19 measures : IJB have had sight of risks recently -delay
19.11.2019	Review of commissioned Day Care Services - an update	On 19.11.2019, The Board resolved:- (i)to note progress made with the review, and that a final recommendation will be made to the IJB in March 2020.	HSCP19111	Anne McKenzie	Commissioning Lead	ACHSCP		D	CoVid-19 measures : Delay
25.02.2020	Scottish Public Services Ombudsman - Revised Model Complaints Handling Procedure	To provide an update on the the updated Model Complaints Handling Procedure (MCHP) for Scottish Government, Scottish Parliament and Associated Public Authorities.	HSCP19117	Martin Allan	Business Lead	ACHSCP	Candidate for August	D	CoVid-19 measures: consider Service Update or report to RAPC

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2										
21	Standing Item	Strategic Risk Register	Bi-Annual - January and June		Martin Allan	Business Lead	ACHSCP	Candidate for August	D	
22	19.11.19	Training and Development Plan for IJB			Martin Allan	Business Lead	ACHSCP	Candidate for September	D	
23	Standing Item	Annual Update Autism & Learning Disabilities	IJB 20200128 - move to June 2020		Kevin Dawson	Learning Disabilities Lead	ACHSCP	Candidate for September	D	
24	26.03.2019	Diet, Activity and Healthy Weight	IJB 26.03.19 Article 17 - The Board instructed the Chief Officer that an annual update on ACHSCP GCGF is presented to the IJB, and (v) Instruct the Chief Officer that the Grampian consultation strategies for Tobacco and Diet, Activity and Healthy Weight are presented to the Board. To be reported to 23.06.20 meeting from PreAgenda on 29.01.20, then IJB on 11.02.20		Gail Woodcock	Transformation Lead	ACHSCP	Candidate for September	D	
25	04.09.2019	Immunisations	Following comment at IJB on 03.09.2019, future reporting requested		Gail Woodcock	Transformation Lead	ACHSCP	Candidate for September	D	
26	Standing Item	Review of Scheme of Integration	Annual review. IJB 20200128 move to June 2020		Jess Anderson	Chief Officer - Governance	ACC	Candidate for December	D	
27	19.11.2019	Review of Governance (ACC)	On 19.11.2019, the IJB resolved to note that Aberdeen City Council is currently reviewing its Scheme of Governance. A report on this will be submitted to Council on 2 March 2020. Council Officers will evaluate these changes and inform the IJB of any changes that will impact the business of the ACHSCP or the IJB and its sub-committees. This update will be brought to the IJB meeting immediately following the March 2020 Council meeting. IJB 28.01.20 - can be heard in June 2020		Fraser Bell	Chief Officer - Governance	ACC	Candidate for August	D	
28	19.11.2019	Local Survey	On 19.11.2019, the IJB resolved to instruct the Chief Officer to bring forward a further report following publication of the results of the current national survey which are expected in April 2020 along with details of actions undertaken to address those areas of the survey which would benefit from improvement. This report will come to the June meeting of the IJB.		Alison MacLeod	Performance Lead	ACHSCP	Candidate for September	D	
29	11.11.2019	Livingwell with Dementia			Alison MacLeod	Performance Lead	ACHSCP	Candidate for December	D	
30	Standing Item	Annual Report on Alcohol and Drug Partnership	IJB 20200128 - moved to June 2020		Simon Rayner	Alcohol & Drug Lead	ACHSCP	Candidate for September	D	CoVid-19 measures : Report to next CCG then to IJB in September
31	30.09.2019	Social Care – Self-directed support: Transformational Funding 2019-21 and Reporting on Impact and Learning	To be reported to 23.06.20 meeting from PreAgenda on 29.01.20, then IJB on 11.02.20		Alison MacLeod	Performance Lead	ACHSCP		T	Going as Service Update March 2020
32	11.12.2018	Autism Strategy and Action Plan	IJB 11.12.18 Article 13 - The Board noted that progress reports on the implementation of the above would be provided annually, with updates to the Clinical Care and Governance Committee in the interim. Suggested April 2020, then To be reported to 23.06.20 meeting and combined with Annual Update (from PreAgenda on 29.01.20 and IJB on 11.02.20).		Kevin Dawson	Learning Disabilities Lead	ACHSCP		T	To be reported to 23.06.20 meeting and combined with Annual Update (from PreAgenda on 29.01.20) ; CoVid-19 measures : Report to CCG then Service Update to IJB
33	11.06.2019	MSG Self Evaluation for the Review of progress with Integration of Health and Social Care	IJB 11.06.2019 - Instructed the Chief Officer to provide an update on progress on delivery of the actions in March 2020. IJB 20200128 Move to June 2020	HSCP19120	Alison MacLeod	Performance Lead	ACHSCP	Candidate for September	D	CoVid-19 measures : Service Update to RAPC
34	08 September 2020									
35	Standing Item	Annual Report	The purpose of this report is to obtain IJB approval of the partnership's annual performance report for 2019-20 and its agreement that the approved report should be published and also presented to Aberdeen City Council and NHS Grampian for their information.		Alison MacLeod	Performance Lead	ACHSCP			
36	Standing Item	MSG & National Performance Report	Included within Annual Report	included within Annual Report	Alison MacLeod	Performance Lead	ACHSCP			
37	Standing Item	Winter Plan	The Aberdeen City Health and Social Care Partnership is required to develop a "Winter Plan" each year to reflect arrangements to support activity over the winter period. The draft Winter Plan before the IJB for period 2019/20 is contained in Appendix One to this report.		Jason Nicol	SOARs Lead	ACHSCP			

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2											
	22.01.2020	Update on Tasking & Coordinating Group Activity within ADP	On 21.01.2020, from the Update on the Alcohol and Drug Partnership Delivery Plan and Investment - HSCP.19.087, the Board resolved :- (i)to approve the recommendations, (ii)to note the creation of a Tasking and Coordinating Group (TCG) to expedite the required spending, and (iii)to instruct the Chief Officer to report on the status of the TCG activities to IJB on 8 September 2020.		Simon Rayner	Alcohol & Drug Lead	ACHSCP				
38											
39	Standing Item	Chief Officer Report	A regular update from the Chief Officer		Martin Allan	Business Lead	ACHSCP				
40											
			01 December 2020								
41	19.11.2019	Localities - Reshaping Community Services	On 19.11.2019, the IJB resolved (vi) to instruct the Chief Officer, to report back on the progress towards integrated locality working, on 1 December 2020.		Gail Woodcock	Transformation Lead	ACHSCP				
42											
43	29.01.2020	Mental Health Delivery Plan	CoVid-19 measures : moved from 24/03/20 to 01/12/20	HSCP19113	Kevin D / Jenny Rae	Mental Health Lead	ACHSCP		T		
44	Standing Item	Chief Officer Report	A regular update from the Chief Officer		Martin Allan	Business Lead	ACHSCP				