

	A	B	C	D	E	F	G	H	I	J
1	RISK and AUDIT PERFORMANCE COMMITTEE BUSINESS PLANNER The Business Planner details the reports which have been instructed by the Committee as well as reports which the Functions expect to be submitting for the calendar year.									
2	Date Created	Report Title	Minute Reference/Committee Decision or Purpose of Report	Report Number	Report Author	Lead Officer / Business Area	Directorate	Update/ Status (RAG)	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
14	28 April 2020									
15	Standing Item	Quarterly Performance Monitoring	Per APSC Terms of Reference. On 25.02.2020, Performance Dashboard currently being updated/ enhanced ready for next committee	HSCP.20.029	Alison Macleod	Lead Strategy Manager	ACHSCP		T	C/F to 26.08.2020
16	20190820	Internal Audit Report AC1924 - IJB Directions -HSCP.19.056	to note the creation of a Directions Planner and instruct the Chief Officer to present this to the Committee on 25 February 2020, when delay was explained and Delayed until 02.06.2020	HSCP.19.056	Alex Stephen	Chief Finance Officer	ACHSCP		T	Reported under HSCP.20.028 on 26.08.2020
17	20190820	Growing the Primary Care Workforce	instruct the Chief Officer to bring back a fuller report on the mitigating actions in light of the work being undertaken to reconsider the Primary Care Improvement Plan (PCIP) and implement the Workforce Plan. On 25.02.2020, dela until June 2020 approved		Sandy Reid	Resources Lead	ACHSCP		R	20200719 Requirements now feature within Op Home First
18	20190820	Board Assurance and Escalation Framework (BAEF)	to delay Item 7 (Board Assurance & Escalation Framework) to the February 2020 meeting of the Committee, when further to delay until 02.06.2020 was approved	HSCP.20.026	Martin Allan	Business Manager	ACHSCP		T	C/F to 26.08.2020
19	20190528	APS Duties Report	APS 28.05.2019 - Request that the Chief Finance Officer presents this report to the APS on an annual basis at the start of each financial year.	HSCP.20.030	Alex Stephen	Chief Finance Officer	ACHSCP		T	C/F to 26.08.2020
20	20190127	Strategic Objectives	These were expected on 25.02.2020 when delay was approved until 2 June 2020		Martin Allan	Business Manager	ACHSCP		R	To be captured within Op Home First
21	Standing Item	Review of Local Code of Governance	To provide assurance on Governance Environment	HSCP.19.125	Alex Stephen	Chief Finance Officer	ACHSCP		T	C/F to 23.09.2020
22	Standing Item	Review of Financial Governance	To provide assurance on Governance Environment	HSCP.19.125	Alex Stephen	Chief Finance Officer	ACHSCP		T	to IJB on 12.05.2020
23	Standing Item	Approval of unaudited Accounts	Per APSC Terms of Reference	HSCP.19.124	Alex Stephen	Chief Finance Officer	ACHSCP		T	to IJB on 12.05.2020
24	Standing Item	Annual Governance Statement	To provide assurance on Governance Environment	HSCP.19.125	Alex Stephen	Chief Finance Officer	ACHSCP		T	to IJB on 12.05.2020
25	2 June 2020									
26	Standing Item	Internal Audit Annual Report	Assurance that services are operating effectively	HSCP.20.028	David Hughes	Chief Internal Auditor	Governance		T	C/F to 26.08.2020
27	Standing Item	Review of Code of Conduct	Per APSC Terms of Reference		Derek Jamieson	Committee Officer	Governance		T	C/F to 23.09.2020
28	Standing Item	Approval of Audited Accounts	Per APSC Terms of Reference	HSCP.20.009	Alex Stephen	Chief Finance Officer	ACHSCP		T	to IJB on 09.06.2020
29	Standing Item	Contract Register Annual Review	Annual - to APS in May/June; to IJB in Nov/Dec - last reported September 2018	HSCP.20.025	Anne McKenzie	Lead Commissioner	ACHSCP		T	Transferred to Aug RAP
30	Standing Item	External Audit Report	Per APSC Terms of Reference	HSCP.20.010	Andy Shaw	External Audit	KPMG		T	to IJB on 09.06.2020

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2										
31	20200225	NHS Grampian Assurance Activities and Reporting	on 25.02.2020, the Committee resolved:- (i)to request the Chief Officer to investigate NHS Grampian assurance activities and reporting and present a report to the Committee's meeting on 2 June 2020.		Sandra Macleod	Chief Officer	ACHSCP			Chief Internal Auditor - for update on 26.08.2020
32	20200225	APS Duties Report	The Committee resolved:- (ii)to request the Chief Finance Officer to present a report on the Committee's assurance activities over the preceding year to the Committee's meeting on 2 June 2020	HSCP.20.030	Alex Stephen	Chief Finance Officer	ACHSCP		R	Captured at APS Duties Report - Line 19
33	26 August 2020									
34	Standing Item	Internal Audit Annual Report	Assurance that services are operating effectively	HSCP.20.028	David Hughes	Chief Internal Auditor	Governance			C/F from 28.04.2020
35	Standing Item	Strategic Risk Register	Bi-Annual - August and February	HSCP.20.027	Martin Allan	Business Manager	ACHSCP			Duplicate of Register to be presented to IJB on 25.08.2020
36	Standing Item	Contract Register Annual Review	Annual - to APS in May/June; to IJB in Nov/Dec - last reported September 2018	HSCP.20.025	Anne McKenzie	Lead Commissioner	ACHSCP			C/F from 02.06.2020
37	Standing Item	Quarterly Performance Monitoring	Per APSC Terms of Reference. On 25.02.2020, Performance Dashboard currently being updated/ enhanced ready for next committee	HSCP.20.029	Alison Macleod	Lead Strategy Manager	ACHSCP			C/F from 02.06.2020
38	20190820	Board Assurance and Escalation Framework (BAEF)	to delay Item 7 (Board Assurance & Escalation Framework) to the February 2020 meeting of the Committee, when further to delay until 02.06.2020 was approved	HSCP.20.026	Martin Allan	Business Manager	ACHSCP			C/F from 28.04.2020
39	20190528	APS Duties Report	APS 28.05.2019 - Request that the Chief Finance Officer presents this report to the APS on an annual basis at the start of each financial year.	HSCP.20.030	Alex Stephen	Chief Finance Officer	ACHSCP			C/F from 02.06.2020
40	20200609	Op Home First: Recovery Plan	Note that a further report will come to future Risk, Audit and Performance Committees and Integration Joint Board meetings providing progress on Operation Home First and information about our next stage priorities in our recovery progress.	HSCP.20.015	Gail Woodcock	Transformation Lead	ACHSCP		R	Report HSCP20.015 to IJB on 11.08.2020
41	23 September 2020									
42	Standing Item	Review of relevant Audit Scotland reports	Good practice to see national position		Alex Stephen	Chief Finance Officer	ACHSCP			
43	Standing Item	Transformation Programme Monitoring	Quarterly Reporting		Gail Woodcock	Transformation Lead	ACHSCP			
44	Standing Item	Review of Code of Conduct	Per APSC Terms of Reference		Derek Jamieson	Committee Officer	Governance			
45	Standing Item	Quarterly Performance Monitoring	Per APSC Terms of Reference. On 25.02.2020, Performance Dashboard currently being updated/ enhanced ready for next committee		Alison Macleod	Lead Strategy Manager	ACHSCP			
46										
47	3 November 2020									
48	Standing Item	Review of relevant Audit Scotland reports	Good practice to see national position		Alex Stephen	Chief Finance Officer	ACHSCP			

