



Risk, Audit and Performance Committee

Minute of Meeting

**Wednesday, 26 August 2020
10.00 am Virtual - Remote Meeting**

Present: John Tomlinson (Chair) ; and Luan Grugeon, Councillor Gill Al-Samarai, Councillor Philip Bell, Sandra MacLeod and Alex Stephen

Also in attendance; Kundai Sinclair (legal) and Derek Jamieson (Clerk)

The agenda, reports and meeting recording 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

1. There were no Declarations of Interest.

DETERMINATION OF EXEMPT BUSINESS

2. There was no exempt business.

MINUTE OF PREVIOUS MEETING OF 25 FEBRUARY 2020

3. The Committee had before it the draft minute of its last meeting.

The Committee resolved :-

to approve the minute as a correct record.

BUSINESS PLANNER

4. The Committee had before it the Business Planner.

The Committee heard that all intended business since the last meeting in February 2020 had been updated to indicate the status of that requirement and how it had been discharged. Moving forward, the Planner would be presented in its regular format.

The Committee resolved :-

to note the content of the Business Planner.

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STRATEGIC RISK REGISTER - HSCP 20.027

5. The Committee had before it a report from the Chief Officer, ACHSCP which presented the latest version of the ACHSCP Strategic Risk Register.

The Committee heard from the Business Lead, ACHSCP who presented an overview of the Register and advised Members that a Planning and Risk Workshop would take place on 20 October 2020.

The Business Lead provided a specific update on Risk 6 – Reputational Damage and received comment from Members.

The Committee heard that the format of the Register had been developed from the Good Governance workshops and was of similar style to that used by the partner organisations.

The report recommended :-

that the Committee note the revised Strategic Risk Register in the Appendix to the report.

The Committee resolved :-

- (i) to approve the recommendation,
- (ii) to instruct the Chief Finance Officer to amend Risk 6 as provided during the meeting; and
- (iii) to note that a Risk and Planning Workshop will take place on 20 October 2020.

BOARD ASSURANCE & ESCALATION FRAMEWORK - HSCP.20.026

6. The Committee had before it a report from the Chief Finance Officer, ACHSCP which presented a revised version of the IJB's Board and Escalation Framework (BAEF).

The Committee heard from the Business Lead, ACHSCP who provided an overview of the report, explained the BAEF and its appendix.

The Committee discussed the revised version and provided comment and feedback to the Business Lead.

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The report recommended :-

that the Committee –

- (a) approve the revised Board Assurance and Escalation Framework as attached in the appendix to this report; and
- (b) note that the Framework will be reviewed by the Committee on an annual basis.

The Committee resolved :-

- (i) to note the revised Board Assurance and Escalation Framework as attached in the appendix to the report,
- (ii) to instruct the Chief Finance Officer to introduce amendments to the appendix as provided by the Members,
- (iii) to approve the revised Board Assurance and Escalation Framework following amendment; and
- (iv) to note that the Framework will be reviewed by the Committee on an annual basis.

RISK AUDIT AND PERFORMANCE COMMITTEE DUTIES REPORT - HSCP.20.030

7. The Committee had before it a report from the Chief Finance Officer (CFO), ACHSCP which presented a review of reporting for 2019-20 and an intended schedule of reporting for 2020-21 to ensure that the Committee is fulfilling all the duties as set out in its terms of reference.

The Chair advised Members the report was a straightforward presentation on how duties had been fulfilled and would continue to be fulfilled.

The Committee heard from the CFO who provided a summary of the report which provided details on the where and when reports had been provided to maintain assurance. This included the period since March 2020 during which time reports intended for the Committee had been discharged via the IJB.

The report recommended :-

that the Committee –

- (a) note the content of the RAPC Duties report as attached at Appendix A and subject to amendments as provided by the Members; and
- (b) instruct the Chief Finance Officer to present this report to the RAPC on an annual basis at the start of each financial year.

The Committee resolved :-

to approve the recommendations.

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INTERNAL AUDIT ANNUAL REPORT - HSCP.20.028

8. The Committee had before it a report from the Chief Internal Auditor which presented the Internal Audit Annual Report – 2019/20.

The Committee heard from the Interim Chief Internal Auditor who advised this year's report was slightly delayed due to the continuing pandemic. An update on outstanding work was provided together with mitigations and timelines.

The Interim Chief Internal Auditor was able to provide 'Reasonable Assurance' to the Committee on the work of the IJB and its Committees.

Members discussed the outstanding Asset Management Plan.

The Chief Officer, ACHSCP advised the Committee that this was now being considered along with Operation Home First which would identify where assets would be required and in which form. It was acknowledged that an Asset management plan had been outstanding for some time but indicated that a report could be presented to the Committee on the current position.

The report recommended :-

that the Committee –

- (a) note the Internal Audit Annual Report 2019/20,
- (b) note that the Chief Internal Auditor has confirmed the organisational independence of Internal Audit,
- (c) note that there has been no limitation to the scope of Internal Audit work during 2019/20; and
- (d) note the progress that management has made with implementing recommendations agreed in Internal Audit reports.

The Committee resolved :-

- (i) to approve the recommendations; and
- (ii) to instruct the Chief Officer to provide a report on Asset Management Strategy the Committee on 3 November 2020.

STRATEGIC PLAN DASHBOARD - HSCP.20.029

9. The Committee had before it a report from the Chief Finance Officer, ACHSCP which provided an update on performance progress against the Strategic Plan, and further development of the Strategic Plan Dashboard.

The Committee heard from the Development Officer, ACHSCP who provided a summary of the report and the continuing development of the Dashboard.

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The Committee heard that the aspiration was to make all relevant data available to all appropriate people across the multi-agency environment.

Members provided feedback on comment on the dashboard and presentation to enable enhancement and understanding of the Dashboard. The need for access to further to assess was intimated and the Development Officer advised any member who could not access the Dashboard to make contact.

The report recommended :-

that the Committee -

- (a) note the progress made against the Strategic Plan to date; and
- (b) note the further development work on performance indicators particularly to demonstrate delivery on Operation Home First.

The Committee resolved :-

to approve the recommendations

CONTRACTS REGISTER AND COMMISSIONING PLAN - HSCP.20.025

10. The Committee had before it a report from the Chief Finance Officer, AHSCP which updated the committee on progress made to date against our Strategic Commissioning plan and its congruence with the contracts register.

The Committee heard from the Strategic Procurement Manager, ACC who provided a summary of the report and advised some changes had been instigated by the continuing pandemic. Whilst there had been some modifications, the plan remained largely the same as previously circulated.

The report recommended :-

that the Committee note the progress made against the plan during the year 2020 - 2021

The Committee resolved :-

To approve the recommendations.

CONFIRMATION OF ASSURANCE

11. The Committee indicated they had received Assurance from the reports presented.

- **JOHN TOMLINSON, Chairperson**

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