

	A	B	C	D	E	F	G	H	I	J
1	<p style="text-align: center;"><b>RISK and AUDIT PERFORMANCE COMMITTEE BUSINESS PLANNER</b></p> <p style="text-align: center;">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.</p>									
2	<b>Date Created</b>	<b>Report Title</b>	<b>Minute Reference/Committee Decision or Purpose of Report</b>	<b>Report Number</b>	<b>Report Author</b>	<b>Lead Officer / Business Area</b>	<b>Directorate</b>	<b>Update/ Status (RAG)</b>	<b>Delayed or Recommended for removal or transfer, enter either D, R, or T</b>	<b>Explanation if delayed, removed or transferred</b>
3	<b>27 April 2021</b>									
4	Standing Item	Strategic Objectives			Martin Allan	Business Manager	ACHSCP		D	To be reported on 22 June 2021
5	Standing Item	Local government in Scotland: Financial overview 2019/20	Review of relevant Audit Scotland reports	HSCP.21.016	Alex Stephen	Chief Finance Officer	ACHSCP			
6	Standing Item	OHF Report	Quarterly Reporting	HSCP21.033	Calum Leask	Lead Strategy and Performance Manager	ACHSCP			
7	Standing Item	Internal Audit Annual Report 2020-21	Assurance that services are operating effectively	HSCP.21.044	Colin Harvey	Interim Chief Internal Auditor	Governance			
8	Standing Item	Review of Local Code of Governance	To provide assurance on Governance Environment	HSCP.21.037	Alex Stephen	Chief Finance Officer	ACHSCP			
9	Standing Item	Review of Financial Governance	To provide assurance on Governance Environment	HSCP.21.038	Alex Stephen	Chief Finance Officer	ACHSCP			
10	Standing Item	Approval of Unaudited Accounts	Per RAPC Terms of Reference	HSCP.21.040	Alex Stephen	Chief Finance Officer	ACHSCP			
11	Standing Item	Annual Governance Statement	To provide assurance on Governance Environment	HSCP.21.041	Alex Stephen	Chief Finance Officer	ACHSCP			
12	13.01.2021	Inspection of Justice Social Work service	Following publication of Care Inspectorate Review, update to be reported to IJB on 23 March 2021, also to RAPC	HSCP21.035	Sandra Macleod	Chief Officer	ACHSCP			
13	Standing Item	Board Assurance and Escalation Framework (BAEF)			Martin Allan	Business Manager	ACHSCP		R	Reported to RAPC on 26.08.2020
14	Standing Item	6 monthly update on Directions	On 23.09.2020, RAPC : (iii) to direct the Chief Finance Officer to report on the Directions Tracker every 6 months.	HSCP21.034	Alex Stephen	Chief Finance Officer	ACHSCP			
15	23.09.2020	Hosted Services	On 23.09.2020 RAPC: (ii) to note that information on Hosted Services will be brought to the Committee or IJB in due course.		Anne McKenzie / Martin Allan	Lead Commissioner	ACHSCP	C/F from 26.01.21	T	<b>Associated with Risk Register and to be reported on 23 September 2021</b>
16	19.10.2020	COVID-19, Social Care and Human Rights: Impact Monitoring Report	In summer 2020, the Scottish Human Rights Commission carried out monitoring research into the impact of the COVID-19 pandemic, and how it has been managed, on people's rights in the context of care at home and support in the community. This report shares the findings of that research.		Anne McKenzie / Kevin Toshney	Lead Commissioner	ACHSCP	C/F from 26.01.21	D	<b>Whilst predominately Care Home focussed, this has links to the Feeley Report, IJB Equalities, Impact Assessment and Alliance Report. Will be a report to IJB in June 2021 which will provide direction of report to IJB/RAPC/CCGC</b>

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17	Standing Item	External Audit Strategy 2020/21		HSCP/21/036	Michael Wilkie	KPMG	KPMG			
18	28.05.2019	Review of Duties & Year End Report	RAPC 26.08.2020 reaffirmed (ii) to instruct the Chief Finance Officer to present this report to the RAPC on an annual basis at the start of each financial year.	HSCP21.042	Alex Stephen	Chief Finance Officer	ACHSCP			
19	23.03.2021	Inclusion of Additional Risk	Inclusion of Integration Joint Boards as Category 1 Responders under Civil Contingency Act 2004 - HSCP.21.028 (iv)to agree to include a risk on the Strategic Risk Register relating to the IJB's requirements under the 2004 Act; (v)to delegate development of the new risk to the Chair of the Risk Audit and Performance Committee; (vi)to instruct the Chief Officer, ACHSCP to report back to a future IJB.	HSCP.21.0043	Martin Allan	Business Manager	ACHSCP			
20	14.04.2021	Financial Monitoring 31 March 2021		HSCP.21.049	Alex Stephen	Chief Finance Officer	ACHSCP			
21	<b>Beginning June 2021 - Accounts</b>									
22	Standing Item	Contract Register Annual Review	Annual - to RAPC in May/June; to IJB in Nov/Dec - last reported ??		Anne McKenzie	Lead Commissioner	ACHSCP			
23	Standing Item	Review of relevant Audit Scotland reports	Good practice to see national position		Alex Stephen	Chief Finance Officer	ACHSCP			
24	Standing Item	External Audit Report	Per RAPC Terms of Reference		Andy Shaw	External Audit	KPMG			Will be reported at either of the June 2021 Meetings
25	<b>22 June 2021</b>									
26	Standing Item	Strategic Risk Register	Bi-Annual - last report January 2021		Martin Allan	Business Manager	ACHSCP			
27	Standing Item	OHF Report	Quarterly Reporting		Calum Leask	Lead Strategy and Performance Manager	ACHSCP			
28	Standing Item	Strategic Leadership Team Objectives			Martin Allan	Business Manager	ACHSCP		D	To be reported on 22 June 2021
29	09.03.2021	CJSW Performance Framework Reporting			Kevin Toshney		ACHSCP			
30										
31	<b>23 September 2021</b>									
32	Standing Item	OHF Report	Quarterly Reporting		Calum Leask	Lead Strategy and Performance Manager	ACHSCP			Amalgamated withiin OHF Report and Op Snowdrop
33	Standing Item	Board Assurance and Escalation Framework (BAEF)	26.08.2020; The Committee resolved :-  (iv) to note that the Framework will be reviewed by the Committee on an annual basis.		Martin Allan	Business Manager	ACHSCP			
34										
35	<b>21 December 2021</b>									
36	Standing Item	Strategic Risk Register	Bi-Annual - last report June 2021		Martin Allan	Business Manager	ACHSCP			
37	Standing Item	OHF Report	Quarterly Reporting		Calum Leask	Lead Strategy and Performance Manager	ACHSCP			Amalgamated withiin OHF Report and Op Snowdrop

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38	Standing Item	Directions Tracker	On 23.09.2020, RAPC : (iii) to direct the Chief Finance Officer to report on the Directions Tracker every 6 months - see 27 April 2021		Alex Stephen	Chief Finance Officer	ACHSCP			
39										
40	<b>1 March 2022</b>									
41	Standing Item	OHF Report	Quarterly Reporting		Calum Leask	Lead Strategy and Performance Manager	ACHSCP			Amalgamated withiin OHF Report and Op Snowdrop
42										
43	<b>First Meeting 2022/2023 Session</b>									
44	Standing Item	Internal Audit Reports	Assurance that services are operating effectively		Colin Harvey	Interim Chief Internal Auditor	Governance			
45	Standing Item	Review of relevant Audit Scotland reports	Good practice to see national position		Alex Stephen	Chief Finance Officer	ACHSCP			
46	Standing Item	Review of Local Code of Governance	To provide assurance on Governance Environment		Alex Stephen	Chief Finance Officer	ACHSCP			
47	Standing Item	Review of Financial Governance	To provide assurance on Governance Environment		Alex Stephen	Chief Finance Officer	ACHSCP			
48	Standing Item	Approval of unaudited Accounts	Per RAPC Terms of Reference		Alex Stephen	Chief Finance Officer	ACHSCP			
49	Standing Item	Annual Governance Statement	To provide assurance on Governance Environment		Alex Stephen	Chief Finance Officer	ACHSCP			
50										
51	<b>Second Meeting 2022/2023 Session</b>									
52	Standing Item	Internal Audit Reports	Assurance that services are operating effectively		Colin Harvey	Interim Chief Internal Auditor	Governance			
53	Standing Item	External Audit Strategy 202/22			Michael Wilkie	KPMG	KPMG			
54	Standing Item	Review of relevant Audit Scotland reports	Good practice to see national position		Alex Stephen	Chief Finance Officer	ACHSCP			
55	Standing Item	Strategic Risk Register	Bi-Annual - last report December 2021		Martin Allan	Business Manager	ACHSCP			
56	Standing Item	OHF Report	Quarterly Reporting		Calum Leask	Lead Strategy and Performance Manager	ACHSCP			Amalgamated withiin OHF Report and Op Snowdrop
57	Standing Item	Directions Tracker	On 23.09.2020, RAPC : (iii) to direct the Chief Finance Officer to report on the Directions Tracker every 6 months - see 21 December 2021		Alex Stephen	Chief Finance Officer	ACHSCP			
58										
59	<b>Third Meeting 2022/2023 Session</b>									
60	Standing Item	Internal Audit Reports	Assurance that services are operating effectively		Colin Harvey	Interim Chief Internal Auditor	Governance			
61	Standing Item	Review of relevant Audit Scotland reports	Good practice to see national position		Alex Stephen	Chief Finance Officer	ACHSCP			
62	Standing Item	Board Assurance and Escalation Framework (BAEF)	26.08.2020; The Committee resolved :- (iv) to note that the Framework will be reviewed by the Committee on an annual basis.		Martin Allan	Business Manager	ACHSCP			
63										
64	<b>Fourth Meeting 2022/2023 Session</b>									
65	Standing Item	Internal Audit Reports	Assurance that services are operating effectively		Colin Harvey	Interim Chief Internal Auditor	Governance			

