

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 Board 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
06 July 2021									
4	Standing Item	Chief Officer Report	A regular update from the Chief Officer; from IJB on 25 May 2021 - (iv) to instruct the Chief Officer to include a brief update on staff wellbeing at every IJB during 2021 whether within the CO's or separate report	HSCP.21.083	Martin Allan	Business Lead	ACHSCP		
5	Standing Item	Financial Monitoring - Quarter 1			Alex Stephen	Chief Finance Officer	ACHSCP	Delayed	This will be reported to 24 August 2021 to allow preparation of Final Accounts
6	Standing Item	Audited Accounts	Standing Item but from Decision at IJB on 25 May 2021 - (ii) to instruct the Chief Officer, ACHSCP to circulate the Finance Report to be presented to RAPC in June 2021 to the next IJB thereafter		Alex Stephen	Chief Finance Officer	ACHSCP	R	A Meeting of RAPC was held on 22 June 2021; C/F from 25 May 2021
7	Standing Item	External Auditor Report			Michael Wilkie	External Auditor	KPMG	R	A Meeting of RAPC was held on 22 June 2021; C/F from 25 May 2021
8		IJB Whistleblowing Policy		HSCP.21.082	Martin Allan	Business Lead	ACHSCP		At pre-agenda on 04.05.2021, to IJB on 24.08.2021 Chair confirmed July 21; Author agreement.
9	23.03.2021	Social Work Justice Delivery Plan	On 23.03.21, IJB resolved :- (iv) to agree that the justice social work delivery plan should be presented to a future meeting of the IJB for approval following consultation in respect of the draft plan.	HSCP.21.077	Lesley Simpson	Lead Social Worker	ACHSCP		
10	03.09.2019	Market Facilitation Update	On 03.09.19 at IJB from Strategic Commissioning HSCP.19.043, Co-Vid-19 measures delay from 24/03/20; On 23.03.21, IJB(ii) to amend Line 18 to show intended reporting in July 2021;	HSCP.21.076	Anne McKenzie	Commissioning Lead	ACHSCP	On 01.12.2020 delayed to July 2021	
11	03.02.2021	Independent Review of Adult Social Care in Scotland (Feeley Report)	Following publication of SG Report , update to be reported to IJB, on 23.02.2021, delayed until 23.02.2021; on 23.03.21, deferred to 06.07.2021 after Scottish Parliamentary Elections to allow SG update on intentions	HSCP.21.052	Sandra Macleod	Chief Officer	ACHSCP		
12	19.11.2019	Health and Care Experience Survey (was 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, then on 28.10.2020 transferred to 01.12.20, then on 23.02.2021 delayed to May 2021	HSCP.21.080	Alison MacLeod	Performance Lead	ACHSCP		
13		Carers Strategy	Strategy was due to be refreshed March 2021 but due to Covid we were unable to bring that on time. Report will present plans for this going forward.	HSCP.21.079	Alison MacLeod	Performance Lead	ACHSCP		
14	28.05.2021	Locality Plans	Endorsement of the Locality Plans before they are published with the refreshed LOIP. Local to be presented to CPA Board on 7th July and likely published before the August IJB; along with the refreshed LOIP so IJB should see them first. They are not approving them – they can't as they are a community produced document under our new joint community and locality planning arrangements however they should endorse them at the same time as CPA do.	HSCP.21.078	Alison MacLeod	Performance Lead	ACHSCP		
15	25.05.21	Portfolio Management	Chief Officer report discussion at 25 May 21 IJB; to instruct the Chief Officer, ACHSCP to present an updated report on Portfolio Management to a future IJB.	HSCP.21.081	Alison MacLeod	Performance Lead			
16	23.03.2021	Vaccinations Blueprint	At IJB on 25 May 2021 - (iv) to instruct the Chief Officer, ACHSCP to provide an update to the next IJB meeting on progress in improving uptake in areas identified. An update to IJB for all Vaccination programmes - including Covid.		Alison Chapman		ACHSCP	Delayed	This report is subject to continuing discussions with ACHSCP and NHSG and will be presented to IJB on 24.08.2021
17	15.06.2021	2C Redesign Project (to include Marywell Update)	Direction to present a report to the July IJB.		Sandra Macleod	Chief Officer	ACHSCP		This has been included as an update within the CO Report - HSCP.21.083
24 August 2021									
19	Standing Item	Chief Officer Report	A regular update from the Chief Officer; from IJB on 25 May 2021 - (iv) to instruct the Chief Officer to include a brief update on staff wellbeing at every IJB during 2021 whether within the CO's or separate report		Martin Allan	Business Lead	ACHSCP		
20	Standing Item	Strategic Risk Register			Martin Allan	Business Lead	ACHSCP		
21	Standing Item	IJB / ACHSCP Annual Report			Alison MacLeod	Performance Lead	ACHSCP		
22	Standing Item	Code of Conduct			Jennifer Lawson	Legal Manager	ACC		
23	26.04.2021	Guidance for Public Engagement -	To present to the Integration Joint Board (IJB) Our Guidance for Public Engagement (OGPE) for approval	HSCP.21.060	Alison Macleod	Performance Lead	ACHSCP	Delayed	Due to staff engagement and association with Locality Empowerment Group's, C/F from 25 May 2021

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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		Alison MacLeod	Public Health Coordinator	ACHSCP	Initially delayed due to CoVid-19 responses;		Due to operational response to pandemic, this report was delayed and will be issued as a Service Update (Target - August 2021)
11.11.2019	Living well with Dementia	On 23.02.2021, IJB moved this report to 24 August 2021		Alison MacLeod	Lead Performance and Strategy Manager	ACHSCP			
27.04.2021	Rosewell - Options Appraisal and Recommendations	At Special IJB - April 2021 Rosewell House – Extension to Interim Arrangements - HSCP.21.046 The Board resolved :- (ii) to instruct the Chief Officer to commission an options appraisal to identify the most appropriate delivery mechanism for the integrated model at Rosewell House; (iii) to instruct the Chief Officer to present the options appraisal and recommendation(s) to the IJB at its meeting on 24 August 2021.		Sarah Gibbon	Project Manager	ACHSCP			
11.06.21	Post COVID 19 Mental Health - update on activity from Steering Group	ACHSCP response to the Cosette Report; Discussion at pre-agenda 15/06/21 agreed to include a statement in the CO report for July IJB; with a report to IJB / CCGC at later date. Perhaps a presentation at the end of the August meeting also? Post COVID 19 Mental Health Steering Group set up, named to reflect the work the group has been remitted to do by the Scottish Govt		Dr Alastair Palin		ACHSCP			
15.06.2021	Hybrid Meetings	At IJB PreAgenda on 15.06.2021, it was reaffirmed that as the result of the revised Standing Orders, a report on how IJB can ensure inclusivity for all attendees by offering physical and/or digital participation at meetings.		Sandra Macleod	Chief Officer	ACHSCP			
25.05.2021	Progressing Updates	At IJB on 25 May 2021 Lessons Learned HSCP.21.059 - (ii)to instruct the Chief Officer, ACHSCP to consider how best to present updates on progress within appropriate timelines to the IJB on the discussed themes of Digital, Public Engagement, Long Covid and Self-Management ; (iii)to instruct the Chief Officer to ensure all 'lessons learned' are included in the strategic planning for AHSCP's new strategy		Alison MacLeod	Lead Performance and Strategy Manager	ACHSCP			
02 November 2021									
Standing Item	Chief Officer Report	A regular update from the Chief Officer; from IJB on 25 May 2021 - (iv)to instruct the Chief Officer to include a brief update		Martin Allan	Business Lead	ACHSCP			
Standing Item	Financial Monitoring - Quarter 2			Alex Stephen	Chief Finance Officer	ACHSCP			
Standing Item	Strategic Risk Register	Bi-annual Reporting (May and November 2021)		Martin Allan	Business Lead	ACHSCP			
Standing Item	Review of Scheme of Integration to incorporate Review of ACC Governance (delayed from June 2020)	Annual review. IJB 20200128 move to June 2020, then to September then December 2020. On 02.10.20 The Board resolved :- to amalgamate the intended 'Review of Governance (ACC)' report referenced at Line 21 on the Planner with the intended 'Review of Scheme of Integration' referenced at Line 20 on the Planner. On 28.10.20 the Board agreed to defer this report until 23.02.2021 to allow consultation with the Constituent Authorities		Jess Anderson	Chief Officer - Governance	ACC	23.03.21 defer to 02.11.2021		
Standing Item	Chief Social Work Officers Annual Report	To present the Chief Social Work Officer annual report.		Graham Simpson	Integrated Children's and Family Services	ACC			
Standing Item	Winter Plan	An update to IJB on winter planning arrangements		Martin Allan	Business Lead	ACHSCP			
10.06.2021	Mental Health & Learning Disabilities	Mental Health & Learning Disabilities - update presented to IJB on 1 December 2020 which indicated Annual Reporting		Kay Dunn	Lead Planning Manager	ACHSCP			
Standing Item	Equalities and Equalities Outcomes	At IJB on 25 May 2021 - (v)to instruct the Chief Officer, ACHSCP to submit 6-monthly reports alternately to the RAPC and IJB.		Alison Macleod	Lead Strategy and Performance Manager	ACHSCP			
15 December 2021									
Standing Item	Chief Officer Report	A regular update from the Chief Officer; from IJB on 25 May 2021 - (iv)to instruct the Chief Officer to include a brief update		Martin Allan	Business Lead	ACHSCP			
Standing Item	Annual Procurement Workplan 2022/2023			Neil Stephenson	Procurement Lead	ACC			
26.04.2021	Strategic Plan	Revised strategic plan after workshops and relevant engagement.		Alison MacLeod	Performance Lead	ACHSCP			
26.04.2021	Workforce Strategy	Strategy to support the Strategic Plan		Sandy Reid		ACHSCP			
25.05.2021	Commissioned Day Services and Day Activities - Stay Well, Stay Connected	to instruct the Chief Officer, ACHSCP to present a further update report on 15 December 2021		Sandra Macleod	Chief Officer	ACHSCP			

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46										
47	2022 Meetings									
48	25 January 2022									
49	Standing Item	Chief Officer Report	A regular update from the Chief Officer		Martin Allan	Business Lead	ACHSCP			
50	Standing Item				Martin Allan	Business Lead	ACHSCP			
51	Standing Item	Inclusion of Integration Joint Boards as Category 1 Responders under Civil Contingency Act 2004 - HSCP.21.028	On 23.03.21, IJB resolved :- (iii) to instruct the Chief Officer to bring a report, annually, providing assurance on the resilience arrangements in place to discharge the duties on the IJB under the 2004 Act; and		Martin Allan	Business Lead	ACHSCP			
52	Standing Item	Annual / Biennial Report on Adult Social Care	At IJB on 25 May 2021 - agreed annual reporting . APC propose report annually to each committee							
53	29 March 2022									
54	Standing Item	Chief Officer Report	A regular update from the Chief Officer		Martin Allan	Business Lead	ACHSCP			
55		IJB Membership	to instruct the Chief Officer, ACHSCP to reconsider these arrangements by report to the IJB prior to 31 March 2023		Sandra Macleod	Chief Officer	ACHSCP			
56	25.05.2021	Fast Track Cities	At IJB on 25 May 2021 - (ii)to endorse the proposed actions for 2021/22, noting that the action plan is a live document, and to instruct the Chief Officer to provide an update on progress to the IJB on 29 March 2022		Sandra Macleod	Chief Officer	ACHSCP			
57	25.05.2021	Community Nursing Digitalisation	(iii)to instruct the Chief Officer, ACHSCP to present an evaluation report on implementation of the project to include outcomes within 1 year		Sandra Macleod	Chief Officer	ACHSCP			
58										