



## **Risk, Audit and Performance Committee**

### **Minute of Meeting**

**Tuesday, 22 June 2021  
10.00 am Virtual - Remote Meeting**

Present: John Tomlinson (Chair); and Luan Grugeon,  
Councillor Philip Bell and Councillor John Cooke

Also in attendance; John Forsyth, Derek Jamieson and Alex Stephen.

Apologies: Jessica Anderson and Sandra Macleod.

**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.**

### **INTRODUCTION**

1. The Chair welcomed all to the meeting.

The Chair intimated that Article 10 - Audited Accounts - HSCP.21.056 and Article 11 - External Audit Report - HSCP.21.057 had been submitted late however in terms of Section 12(2) of the Standing Orders these were accepted as matters of urgency.

The Chair advised that these matters would be heard following presentation of Article 5 – Business Planner.

### **INTIMATION OF DECLARATIONS OF INTEREST**

2. The Chair enquired of members if they wished to declare any interests in matter before the Committee.

There were no declarations.

### **DETERMINATION OF EXEMPT BUSINESS**

3. There was no exempt business.

**RISK, AUDIT AND PERFORMANCE COMMITTEE**

22 June 2021

**MINUTE OF PREVIOUS MEETING OF 27 APRIL 2021**

4. The Committee had before it the minute from its previous meeting.

**The Committee resolved :-**

to approve the minute as a correct record.

**BUSINESS PLANNER**

5. The Committee had before it the Business Planner.

Members heard from the Chief Finance Officer/Deputy Chief Officer who provided context around future reporting.

**The Committee resolved :-**

to note the business planner.

**EXTERNAL AUDIT REPORT - HSCP.21.057 - LATE REPORT**

6. The Committee had before it the report from the External Auditor, KPMG which presented the 'Annual Audit Report to the Members of Aberdeen Integration Joint Board and the Controller of Audit for the year ended 31 March 2021'.

The Chair welcomed Michael Wilkie and Matthew Moore of KPMG to the meeting and invited a summary presentation of the report.

Members heard apologies on late submission of the report which was due to Aberdeen City IJB being one of the first organisations in Scotland to present their accounts, which when combined with the challenges of new pandemic accounting policies had caused additional demands on all.

The External Auditors (KPMG) expressed appreciation to the Chief Finance Officer and his team for the assistance provided during preparation of the report.

Members were advised that pending completion of a couple of minor points, that KPMG's conclusions at the highest level indicated that they would be able to provide a qualified opinion on the assurance of the accounts.

Members heard that there had been a late adjustment to the Accounts which KPMG were satisfied was the correct treatment in terms of financial management and financial sustainability and in line with other funding indications aligned to the pandemic throughout the report.

**RISK, AUDIT AND PERFORMANCE COMMITTEE**

22 June 2021

KPMG referenced the Executive Summary at page 3 of the report, page 71 of the Additional pack which provided their assurance.

**The report recommended :-**

that the Committee note the contents of the report.

**The Committee resolved :-**

to approve the recommendation.

**AUDITED ACCOUNTS - HSCP.21.056 - LATE REPORT**

7. The Committee had before it the report from the Chief Finance Officer (CFO), ACHSCP which presented the IJB Audited Accounts for 2020/2021.

Members heard of the challenging financial activities in consequence of pandemic delivery and that monies in connection with the pandemic had been treated as directed by Scottish Government direction.

Members were advised that the high level of reserve funds was due to funding being received which was required to be spent during the next financial year, some of which was aligned to the pandemic funding arrangements.

The CFO wished to reinforce that the IJB was not in possession of a large balance of 'spare funding' and that anticipated continued pandemic demands together with financial scrutiny and savings, would still be applied during the next year. This would see a reduction in reserve funding to more normal levels.

KPMG provided assurance to Members that these statements were correct and a common theme to all IJB's throughout Scotland.

**The report recommended :-**

that the Committee -

- a) consider and agree the Integration Joint Board's (IJB) Audited Accounts for 2020/21, as attached at Appendix A;
- b) instruct Officers to submit the approved audited accounts to NHS Grampian and Aberdeen City Council; and
- c) instruct the Chief Finance Officer to sign the representation letter, as attached at Appendix B.

**RISK, AUDIT AND PERFORMANCE COMMITTEE**

22 June 2021

**The Committee resolved :-**

- (i) to approve the recommendations; and
- (ii) to instruct the Chief Finance Officer to review the ACHSCP Digital Strategy at a future Workshop.

**JUSTICE SOCIAL WORK PERFORMANCE MANAGEMENT FRAMEWORK -  
HSCP.21.053**

8. The Committee had before it the report from the Lead for Social Work, ACHSCP which presented the newly-developed Justice Social Work Performance Management Framework.

Members heard a summary of the development of the framework which developed from the recent inspection and included a considerable volume of data gathering and management which was presented to the Social Work Performance Management Board. This enabled more coherent and coordinated discussions to produce Key Performance Indicators (KPI's).

Members were advised that this was a particularly complex area of the ACHSCP activities and involved national drivers combined with statutory obligations and inter dependency with local Strategy and the ACC Local Outcome Improvement Plan (LOIP).

Members heard that whilst this was the first iteration of the framework, it was intended to continue development which would include output from the forthcoming IJB Workshop.

**The report recommended :-**

that the Committee –

- a) approve the Justice Social Work Performance Management Framework and agree to its implementation by the justice service; and
- b) instruct the Chief Officer (ACHSCP) to use this framework as the basis for a report outlining the performance of the justice service and present this report to RAPC no later than the end of Q1 2022-2023 and then similarly on an annual basis thereafter.

## **RISK, AUDIT AND PERFORMANCE COMMITTEE**

22 June 2021

### **The Committee resolved :-**

- (i) to approve the Justice Social Work Performance Management Framework as a first iteration of work in progress and agree to its implementation by the justice service; and
- (ii) to instruct the Chief Officer (ACHSCP) to use this framework as the basis for a report outlining the performance of the justice service and present this report to RAPC no later than the end of Q1 2022-2023 and then similarly on an annual basis thereafter.

### **DELIVERY OF LEADERSHIP TEAM OBJECTIVES - HSCP.21.072**

9. The Committee had before it the report from the Deputy Chief Officer, ACHSCP which sought to provide assurance on the arrangements in hand to monitor and report on delivery of the 2021/22 Leadership Team Objectives.

Members heard a summary of the Objectives which were aligned to Operation Home First, the ACC LOIP and would be adapted to include the refreshed Strategic Plan.

Members were advised of the intended Performance Indicators which would be reported to Committee and would be considered work-in-progress to develop and enhance performance.

### **The report recommended :-**

that the Committee –

- a) note the arrangements described in this report and the accompanying appendices for the delivery of the Leadership Team Objectives and monitoring progress; and
- b) instruct the Deputy Chief Officer to submit progress reports to the 23 September 2021, 21 December 2021 and 1 March 2022 meetings of the RAPC.

### **The Committee resolved :-**

to approve the recommendations.

### **CONTRACT REGISTER / COMMISSIONING ANNUAL REVIEW - HSCP.21.073**

10. The Committee had before it the report from the Chief Officer, ACHSCP which presented the review of the contracts register / commissioning activity for 2020/21 within the Aberdeen City Health and Social Care Partnership (ACHSCP).

Members were advised that presentation of the report had been delayed from the previous year due to the pandemic response and now presented an update on previous commissioning activity together with intended activity.

**RISK, AUDIT AND PERFORMANCE COMMITTEE**

22 June 2021

Members heard of the significant volume of work which required to be adapted to respond to the pandemic and from which the Community Workplan activities had further developed.

Members were advised that all commissioning activity remained on track so much so that there had been no instance of contract extensions being sought due to late considerations.

Members indicated their appreciation of these activities against the challenging pandemic responses.

**The report recommended :-**

that the Committee note the content of the report.

**The Committee resolved :-**

- (i) to approve the recommendation; and
- (ii) to express appreciation and acknowledge the progress on production and development of the Commissioning approach.

**STRATEGIC RISK REGISTER - HSCP.21.074**

11. The Committee had before it the report from the Chief Officer, ACHSCP which presented the latest version of the Aberdeen City Health & Social Care Partnership's (ACHSCP) Strategic Risk Register.

Members heard a summary of the amendments that had been applied to the Risk Register following a considerable volume of work with the IJB and its Committees.

Members were reminded of a forthcoming Risk Workshop when a deep dive would be applied to the Register.

Members discussed that risk of public communications and involvements to ensure awareness of the services available to them from the ACHSCP.

**The report recommended :-**

that the Committee note the revised Strategic Risk Register at Appendix A.

**The Committee resolved :-**

- (i) to approve the recommendation; and
- (ii) to instruct the Chief Officer, ACHSCP, to consider the appropriateness of inclusion of a risk around public awareness of ACHSCP services.

**RISK, AUDIT AND PERFORMANCE COMMITTEE**

22 June 2021

**OPERATION HOME FIRST - EVALUATION REPORT - HSCP.21.075**

12. The Committee had before it the report from the Chief Officer, ACHSCP which provided an update on progress on the evaluation of the Aberdeen City Priorities relating to Operation Home First (OHF).

Members received a short presentation which provided a summary and explanation of the extensive reports presented to the Committee.

Members expressed a desire that learning outcomes from OHF would be included within future reports and strategic planning.

The report recommended :-  
that the Committee note the information provided in the report.

**The Committee resolved :-**

- (i) to approve the recommendation; and
- (ii) to note that learning outcomes from OHF reporting would feature within future reporting on Leadership Team Objectives and Strategic Planning.

**CONFIRMATION OF ASSURANCE****13. The Committee resolved :-**

to note they had received Confirmation of Assurance from the reports and associated discussions presented and that further assurance had been evidenced by the activity of all staff in not only producing the necessary information but also by the delivery and modifications of processes and services in a regular and sustained manner.

- **JOHN TOMLINSON, Chair**