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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>23 September 2021</b>									
4	Standing Item	OHF Report	Quarterly Reporting (Amalgamated within OHF Report and Op Snowdrop)		Calum Leask	Lead Strategy and Performance Manager	ACHSCP		R	Approved within in report HSCP.21.075 at June RAPC recommendation ii) to note that learning outcomes from OHF reporting would feature within future reporting on Leadership Team Objectives and Strategic Planning.
5	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.	HSCP.21.101	Martin Allan	Business Manager	ACHSCP			
6	Standing Item	Financial Regulations Review	Regular review of the Finanical Regulations.	HSCP.21.109	Alex Stephen	Chief Finance Officer	ACHSCP			
7	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	HSCP.21.104	Alex Stephen	Chief Finance Officer	ACHSCP			
8	Standing Item	IJB / ACHSCP Annual Report	Annual Report	HSCP.21.105	Alison MacLeod	Performance Lead	ACHSCP			
9	Standing Item	Whistleblowing Updates	At IJB on 06.07.21: (ii)to instruct the Chief Officer to report on a quarterly basis on any whistleblowing incidents raised under the Standards to the Risk, Audit and Performance Committee and NHS Grampian Board	HSCP.21.102	Martin Allan	Business Manager	ACHSCP			
10	27.04.2021	Deputy Chief Officer Impact on role of Chief Finance Officer	20210427 RAPC : (ii)to instruct the Chief Officer, ACHSCP, to review the role of the Chief Finance Officer to ensure sufficient support is available to allow the CFO to undertake the responsibilities allocated to the post and provide assurance to the Committee via a report when completed.		Sandra Macleod	Chief Officer	ACHSCP		Defer	Delayed pending review of new portfolio arrangements.

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11	27.04.2021	Assurance on Partner Delivery of Hosted Services	20210427 RAPC: The Committee resolved :-(i) to approve the recommendation; and (ii) to note that Duty 10 (Support the IJB in delivering and expecting cooperation in seeking assurance that hosted Services run by partners are working) will be reviewed and addressed to the Committee on 23 September 2021.		Alex Stephen	Chief Finance Officer	ACHSCP		Defer	Whilst RAPC preagenda June 21 - all three Hosted Services to be reported on 23 September 2021; now to be reported initially to Strategic Planning Group on 22.09.2021, then to RAPC on 21.12.2021
12	27.04.2021	Strategic Risk Register : Review of Risk 3 - Hosted Services	20210427 RAPC : (iii) to note that a review of Risk 3 (Hosted Services) will be presented to the Committee on 23 September 2021.		Martin Allan	Business Manager	ACHSCP		Defer	Whilst RAPC preagenda June 21 - all three Hosted Services to be reported on 23 September 2021; now to be reported initially to Strategic Planning Group on 22.09.2021, then to RAPC on 21.12.2021
13	26.05.2021	PCIP - progress to date	Primary Care Improvement Plan - progress to date; information only report as presented to CE Business Meeting 25/05/21	HSCP.21.105	Emma King	Sandra Macleod	ACHSCP			
14	11.06.2021	Mental Health Welfare Commission - Young People	Briefing paper on the Mental Health Welfare Commission - Young Person Monitoring Report 2019-20; and implications for ACHSCP	HSCP.21.108	Alex Pirrie	Mental Health Services	NHS Grampian			
15	07.06.2021	Records Management Plan (RMP)	Feedback from National Records of Scotland on suggested improvement actions and an action plan	HSCP.21.103	Martin Allan	Business Manager	ACHSCP			
16	22.06.2021	Digital Strategy Workshop	On 22.06.21, from Audited Accounts - HSCP.21.056; to instruct the Chief Finance Officer to review the ACHSCP Digital Strategy at a future Workshop.		Alex Stephen	Chief Finance Officer	ACHSCP		Defer	The Strategic Plan Workshop in October will review this requirement and an amended updated will be presented to RAPC on 21.12.2021 (though IJB on 15.12.2021 may have a report)
17	22.06.2021	LT Objectives - Updates on Delivery	On 22.06.21, from Delivery of Leadership Team Objectives - HSCP.21.072; (ii)to 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.	HSCP.21.107	Alison Macleod	Lead Strategy and Performance Manager	ACHSCP			
18										
19	21 December 2021									
20	Standing Item	Strategic Risk Register	Bi-Annual - last report June 2021		Martin Allan	Business Manager	ACHSCP			

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21	Standing Item	OHF Report	Quarterly Reporting		Calum Leask	Lead Strategy and Performance Manager	ACHSCP		R	Approved within in report HSCP.21.075 at June RAPC recommendation ii) to note that learning outcomes from OHF reporting would feature within future reporting on Leadership Team Objectives and Strategic Planning.
22	Standing Item	Whistleblowing Updates	At IJB on 06.07.21: (ii)to instruct the Chief Officer to report on a quarterly basis on any whistleblowing incidents raised under the Standards to the Risk, Audit and Performance Committee and NHS Grampian Board;		Martin Allan	Business Manager	ACHSCP			
23	22.06.2021	LT Objectives - Updates on Delivery	On 22.06.21, from Delivery of Leadership Team Objectives - HSCP.21.072; (ii)to 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.		Alison Macleod	Lead Strategy and Performance Manager	ACHSCP			
24	22.06.2021	Public Awareness Risk	On 22.06.21, from Strategic Risk Register - HSCP.21.074; (ii)to instruct the Chief Officer, ACHSCP, to consider the appropriateness of inclusion of a risk around public awareness of ACHSCP services.		Martin Allan	Business Manager	ACHSCP			
25										
26										
27	Standing Item	OHF Report	Quarterly Reporting		Calum Leask	Lead Strategy and Performance Manager	ACHSCP		R	Approved within in report HSCP.21.075 at June RAPC recommendation ii) to note that learning
28	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			
29	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							
30	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			
31	Standing Item	Whistleblowing Updates	At IJB on 06.07.21: (ii)to instruct the Chief Officer to report on a quarterly basis on any whistleblowing incidents raised under the Standards to the Risk, Audit and Performance Committee and NHS Grampian Board;		Martin Allan	Business Manager	ACHSCP			

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32	22.06.2021	LT Objectives - Updates on Delivery	On 22.06.21, from Delivery of Leadership Team Objectives - HSCP.21.072; (ii)to 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.		Alison Macleod	Lead Strategy and Performance Manager	ACHSCP			
33										
34	First Meeting 2022/2023 Session									
35	Standing Item	Internal Audit Reports	Assurance that services are operating effectively		Colin Harvey	Interim Chief Internal Auditor	Governance			
36	Standing Item	Review of relevant Audit Scotland reports	Good practice to see national position		Alex Stephen	Chief Finance Officer	ACHSCP			
37	Standing Item	Review of Local Code of Governance	To provide assurance on Governance Environment		Alex Stephen	Chief Finance Officer	ACHSCP			
38	Standing Item	Review of Financial Governance	To provide assurance on Governance Environment		Alex Stephen	Chief Finance Officer	ACHSCP			
39	Standing Item	Approval of unaudited Accounts	Per RAPC Terms of Reference		Alex Stephen	Chief Finance Officer	ACHSCP			
40	Standing Item	Annual Governance Statement	To provide assurance on Governance Environment		Alex Stephen	Chief Finance Officer	ACHSCP			
41	Standing Item	Whistleblowing Updates	At IJB on 06.07.21: (ii)to instruct the Chief Officer to report on a quarterly basis on any whistleblowing		Martin Allan	Business Manager	ACHSCP			
42	22.06.2021	Justice Social Work Performance	On 22.06.21, from Justice Social Work Performance Management Framework - HSCP.21.053; (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.		Claire Wilson	Lead for Social Work	ACHSCP			
43	Standing Item	Justice Social Work Annual Report	On 06.07.21 at IJB 08/07/2021 (ii)to instruct the Chief Officer, ACHSCP to present an annual update to the Risk, Audit and Performance Committee on the progress being made with the implementation of this delivery plan.		Claire Wilson	Lead for Social Work	ACHSCP			to amalgamate within above entry
44										
45	Second Meeting 2022/2023 Session									
46	Standing Item	Internal Audit Reports	Assurance that services are operating effectively		Colin Harvey	Interim Chief Internal Auditor	Governance			
47	Standing Item	External Audit Strategy 202/22			Michael Wilkie	KPMG	KPMG			
48	Standing Item	Review of relevant Audit Scotland reports	Good practice to see national position		Alex Stephen	Chief Finance Officer	ACHSCP			
49	Standing Item	Strategic Risk Register	Bi-Annual - last report December 2021		Martin Allan	Business Manager	ACHSCP			

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50	Standing Item	OHF Report	Quarterly Reporting		Calum Leask	Lead Strategy and Performance Manager	ACHSCP		R	Approved within in report HSCP.21.075 at June RAPC recommendation ii) to note that learning outcomes from OHF reporting would feature within future reporting on Leadership Team Objectives and Strategic Planning.
51	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			
52	Standing Item	Whistleblowing Updates	At IJB on 06.07.21: (ii)to instruct the Chief Officer to report on a quarterly basis on any whistleblowing incidents raised under the Standards to the Risk, Audit and Performance Committee and NHS Grampian Board;		Martin Allan	Business Manager	ACHSCP			
53										
54	Third Meeting 2022/2023 Session									
55	Standing Item	Internal Audit Reports	Assurance that services are operating effectively		Colin Harvey	Interim Chief Internal Auditor	Governance			
56	Standing Item	Review of relevant Audit Scotland reports	Good practice to see national position		Alex Stephen	Chief Finance Officer	ACHSCP			
57	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			
58	Standing Item	Financial Regs Review	Annual Review		Alex Stephen	Chief Finance Officer	ACHSCP			
59	Standing Item	Whistleblowing Updates	At IJB on 06.07.21: (ii)to instruct the Chief Officer to report on a quarterly basis on any whistleblowing incidents raised under the Standards to the Risk, Audit and Performance Committee and NHS Grampian Board;		Martin Allan	Business Manager	ACHSCP			
60	06.07.21		At IJB on 06.07.21: (iii)to instruct the Chief Officer, ACHSCP to report to the Risk, Audit and Performance Committee in 12 months with an update on locality planning including implementation of the locality plans.		Alison Macleod	Lead Strategy and Performance Manager	ACHSCP			
61	Fourth Meeting 2022/2023 Session									
62	Standing Item	Internal Audit Reports	Assurance that services are operating effectively		Colin Harvey	Interim Chief Internal Auditor	Governance			
63	Standing Item	Review of relevant Audit Scotland reports	Good practice to see national position		Alex Stephen	Chief Finance Officer	ACHSCP			
64	Standing Item	Strategic Risk Register	Bi-Annual - last report December 2021		Martin Allan	Business Manager	ACHSCP			

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66	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			
67	Standing Item	Whistleblowing Updates	At IJB on 06.07.21: (ii)to instruct the Chief Officer to report on a quarterly basis on any whistleblowing incidents raised under the Standards to the Risk, Audit and Performance Committee and NHS Grampian Board:		Martin Allan	Business Manager	ACHSCP			