



Risk, Audit and Performance Committee

Minute of Meeting

**Thursday, 23 September 2021
10.00 am Virtual - Remote Meeting**

Present: John Tomlinson (Chair) ; and Luan Grugeon,
Councillor David Cameron (as substitute for Councillor John
Cooke) and Alex Stephen

Also in attendance; John Forsyth (Solicitor) and Derek Jamieson (Clerk)

Apologies: Councillors Philip Bell and John Cooke

INTRODUCTION

1. The Chair welcomed all members and guests to the meeting particularly new attendees. A roll call and apologies were recorded.

Valedictory

The Chair advised members that this was the Clerk's last meeting and extended appreciation on the contribution made to the Committee and wished him well in his new role.

DECLARATIONS OF INTEREST

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

There were no declarations.

DETERMINATION OF EXEMPT BUSINESS

3. There was no exempt business.

MINUTE OF PREVIOUS MEETING OF 22 JUNE 2021

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

The Committee resolved :-

to approve the minute as a correct record.

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ACHSCP PLANNER FOR RAPC

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.

REVIEW OF FINANCIAL REGULATIONS - HSCP.21.109

6. The Committee had before it the report from the Chief Finance Officer which presented an update on the Chief Finance Officer's review of the Integration Joint Board's (IJB) Financial Regulations.

Members heard from the Chief Finance Officer, ACHSCP who advised that he had applied due diligence to this matter which was considered throughout the year. There had been no matters which had impacted to require a review.

The report recommended :-
that the Committee note that the Chief Finance Officer (CFO) considered no changes to the Financial Regulations were required from his review as at September 2021; the Financial Regulations are attached at Appendix A.

The Committee resolved :-
to approve the recommendations.

BUSINESS ASSURANCE AND ESCALATION FRAMEWORK - HSCP.21.101

7. The Committee had before it the report from the Chief Finance Officer, ACHSCP which presented present the annual review of the Integration Joint Board's (IJB) Board Assurance and Escalation Framework (BAEF).

Members heard from the Business Manager, ACHSCP who provided context around the report and highlighted the amended governance changes were being considered within IJB, ACC and NHSG. These would be considered and introduced as considered necessary within future reporting of the BAEF which would also include amendments to the developing Strategic Plan.

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Members suggested that this was a positive approach which could be further developed to include a Pathways Plan – Shared Governance arrangements and also consider any future workshop sessions as change was developed.

The report recommended :-

that the Committee –

- a) approve the revised Board Assurance and Escalation Framework (BAEF) as attached at Appendix A; and
- b) agree that the Framework continue to be reviewed annually by RAPC

The Committee resolved :-

- (i) to approve the recommendations; and
- (ii) to consider the result of governance reviews within IJB, ACC and NHSG and reflect appropriate changes within future reporting of the BAEF.

IJB WHISTLEBLOWING POLICY-QUARTER 1 - HSCP.21.102

8. The Committee had before it the report from the Chief Finance Officer, ACHSCP which presented the quarterly update on whistleblowing incidents raised under the Integration Joint Board's (IJB) Whistleblowing Policy.

Members heard from the Business Manager, ACHSCP who advised that there had been no reported incidents and that it was now proposed to capture future nil reports within the Business Planner.

Members queried whether there had been any relevant reporting to ACC and/or NHSG and that this should be considered in future reporting where there were such incidents.

It was suggested that Annual Reporting on incidents to include training and awareness issues would provide assurance on nil reporting.

The report recommended :-

that the Committee –

- a) note that no whistleblowing incidents had been raised under the IJB's Whistleblowing Policy since the Policy was approved by IJB on 6 July 2021; and
- b) agree that future "nil returns" be reflected in the Committee's Business Planner rather than via a separate report.

The Committee resolved :-

- (i) to approve the recommendations; and
- (ii) to instruct the Chief Finance Officer, ACHSCP to incorporate any incidents reflected within ACC or NHSG reporting within the single 'whistleblowing' result.

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IJB RECORDS MANAGEMENT PLAN - REVIEW AND ACTION PLAN - HSCP.21.103

9. The Committee had before it the report from the Chief Officer, ACHSCP which presented an update on the Integration Joint Board (IJB) Records Management Plan as submitted to the Keeper of Records for Scotland which explained the basis of the approval and outlined the action plan for improvement and review.

Members heard from the Business Manager, ACHSCP who provided an overview of the report and the ACHSCP intentions to respond to the Keeper's suggestions on improvement to include wider public sharing.

Members were assured that partnership working would see an adjustment to the RAG status displayed but would wish the Chair to be advised during March/April 2021 on confirmed timelines for such improvement.

The report recommended :-

that the Committee –

- a) note the formal approval of the IJB's Records Management Plan (RMP) by the Keeper of Records for Scotland;
- b) approve the Records Management Improvement Plan as recommended by the Keeper of Records for Scotland as outlined at Appendix A; and
- c) instruct the Chief Officer, Aberdeen City Health and Social Care Partnership (ACHSCP) to review the RMP annually and to thereafter report on this review.

The Committee resolved :-

to approve the recommendations.

IJB ANNUAL PERFORMANCE REPORT 2020/2021 - HSCP.21.105

10. The Committee had before it the report from the Chief Officer, ACHSCP which shared the Integration Joint Board's (IJB) Annual Performance Report (APR) for 2020-21 as approved by the IJB on 24 August 2021, to permit review of the report from a RAPC perspective for any potential, further performance related assurance.

Members heard from the Lead Strategy and Performance Manager who provided an overview of the report previously seen at IJB but now presented for RAPC to highlight any assurance issues.

Members discussed the red status applied to NI-14 and NI-18 within the report and highlighted this as an area requiring attention which should be considered alongside the impact of Rosewell House adjustments.

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Members agreed that the ACHSCP should reflect on these points and thereafter consider how best to report to the Board and/or the Committee.

The report recommended :-

that the Committee note the contents of this report and review from RAPC perspective and commends the work and progress of the partnership through 2020/21

The Committee resolved :-

- (i) to approve the recommendation; and
- (ii) to instruct the Chief Officer, ACHSCP to review and reflect on NI-14 and NI-18 as reported within the Annual Report together with the impact of Rosewell House adjustments and thereafter consider how best to report to the RAPC and/or IJB.

DIRECTIONS - 6 MONTHLY REPORTING - HSCP.21.104

11. The Committee had before it the report from the Chief Finance Officer, ACHSCP which presented an update on Directions instructed to Aberdeen City Council (ACC) and National Health Service Grampian (NHSG) since the previous report on 27 April 2021.

Members heard from the Support Manager, ACHSCP who provided explanation of the report which was subject to development and would present a high-level overview to include additional narrative to better explain the individual Directions.

The report recommended :-

that the Committee note the contents of the report.

The Committee resolved :-

to approve the recommendation.

PRIMARY CARE IMPROVEMENT PLAN (PROGRESS TO DATE) - HSCP.21.106

12. The Committee had before it the report from the Lead for Primary Care, ACHSCP which presented an update regarding progress to implement the Primary Care Improvement Plan (PCIP). The report included a paper which outlined the potential impact of the revised Memorandum of Understanding (MoU) on delivery.

Members heard from the Programme Manager who provided summary of the report and explained the revised MOU which had been considered by the Executive Programme Board.

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Members queried whether the RAPC was the correct place to present the report and indicated that the report should be shared with the Clinical and Care Governance Committee (CCGC) for their consideration of governance and reporting.

The report recommended :-

that the Committee –

- a) note the update presented on the PCIP, as outlined in this report and its appendices;
- b) request that a further PCIP update is presented to Committee in Spring 2022 (unless required by exception); and
- c) note that an additional report will be presented to the Integration Joint Board at its meeting on 2 November 2021, with a supporting seminar on wider primary care to be delivered prior to the meeting.

The Committee resolved :-

- (i) to note the update presented on the PCIP, as outlined in this report and its appendices; requests that a further PCIP update is presented to Committee in Spring 2022;
- (ii) request that a further PCIP update is presented to Committee in Spring 2022 (unless required by exception);
- (iii) note that an additional report will be presented to the Integration Joint Board at its meeting on 2 November 2021, with a supporting seminar on wider primary care to be delivered prior to the meeting; and
- (iv) to circulate the report to members of the Clinical and Care Governance Committee.

LEADERSHIP TEAM OBJECTIVES - UPDATE ON DELIVERY - HSCP.21.107

13. The Committee had before it the report from the Chief Finance Officer, ACHSCP which presented an update on progress on the delivery of the 2021/22 Aberdeen City Health and Social Care Partnership (ACHSCP) Leadership Team Objectives.

Members heard from the Lead Strategy and Performance Manager who provided an executive summary of the report which identified positive progress.

Members acknowledged the stage which had been reached and noted that future developing strategic plans would be reflected within future reporting.

The report recommended :-

that the Committee –

- a) note the progress update in relation to the delivery of the ACHSCP Leadership Team Objectives; and

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- b) note that further progress reports will be submitted to the 21 December 2021 and 1 March 2022 meetings of RAPC.

The Committee resolved :-

to approve the recommendations.

MWC YP MONITORING REPORT 2019-20 - HSCP.21.108

14. The Committee had before it the report from the Lead for Mental Health and Learning Disability Inpatient Services, Specialist Services and CAMHS, ACHSCP which presented an overview of the Young People Monitoring Report 2019-20, highlighted any implications for services and provide assurance regarding progress in relation to the recommendations made by the Mental Welfare Commission.

Members heard from the Service Manager, Child & Adolescent Mental Health Services (CAMHS) who began by presenting an overview of the services, its history and its low admission rate for children and young people which was identified as a success.

The report recommended :-

that the Committee –

- a) note the recommendations made by the Mental Welfare Commission in the Young People's Monitoring Report 2019-20 (Appendix A) and the IJB's progress in relation to these; and
- b) agree to receive at the 1 March 2022 RAPC a further paper from the Service Manager (CAMHS) following the publication of the 2020-21 report that provides an overview, highlights any implications for our services and provides assurance regarding our progress in relation to any new recommendations made.

The Committee resolved :-

to approve the recommendations.

CONFIRMATION OF ASSURANCE

15. The Chair enquired of Members if they were satisfied on matters presented before the Committee or if further examination was required.

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.

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