



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

### **Minute of Meeting**

**Tuesday, 1 March 2022**

**10.00 am Virtual - Remote Meeting**

ABERDEEN, 1 March 2022. Minute of Meeting of the RISK, AUDIT AND PERFORMANCE COMMITTEE. Present: John Tomlinson, Chair; and Luan Grugeon, Councillors Philip Bell and John Cooke; Martin Allan, Jamie Dale, Alison MacLeod, Sandy Reid and Alex Stephen.

Also in attendance: Stella Evans, John Forsyth, Debbie Grant, Michelle Grant, Wendy Henderson, Amy Richert, Val Vertigans, Michael Wilkie and Claire Wilson.

Apologies: Sandra MacLeod.

**The agenda and reports 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.**

### **DECLARATIONS OF INTEREST**

1. Members were requested to intimate any declarations of interest in respect of the items on the agenda.

There were no declarations of interest intimated.

### **WELCOME AND INTRODUCTIONS**

2. The Chair welcomed everyone, and members also welcomed Jamie Dale, Chief Internal Auditor to his first meeting of the Committee.

### **MINUTE OF PREVIOUS MEETING OF 23 SEPTEMBER 2021 AND MATTERS ARISING**

3. The Committee had before it the minute of its previous meeting of 23 September 2021, for approval.

The Chair requested an update on Article 10 (IJB Annual Performance Report 2020/2021 - HSCP.21.105) where officers had been asked to reflect on reporting on NI-14 and NI-18 which should be considered alongside the impact of the Rosewell House adjustment.

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The Strategy and Transformation Lead reported that with regard to Rosewell House, there were now a variety of performance indicators in place as part of the frailty pathway. These were monitored weekly by the Leadership Team through the Surge and Flow Dashboard and also on a daily basis via the NHSG Daily System Connect meetings. In respect of NI-14 – Re-admissions within 28 days – figures were monitored regularly and fluctuated depending on demand and pressure in the system, however had improved from 13.05% in June 2021 to 10.57% in Jan 2022. In terms of NI-18 - intensive care – it was reported that they were confident that needs were being assessed and care being delivered to meet those needs. It was noted there had been some difficulties in receiving up-to-date data from the Care First system but this was being monitored.

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

- (i) to note in terms of resolutions at Article 10 of the minute (IJB Annual Performance Report 2020/2021 - HSCP.21.105), that the Performance Report would be presented to the meeting of IJB on 30 August 2022 and thereafter to RAPC on 1 November 2022;
- (ii) to note in terms of Article 14 of the minute (MWC YP Monitoring Report 2019-20 - HSCP.21.108), that a further paper from the Service Manager (CAMHS) following the publication of the 2020-21 report - that provided an overview, highlighted any implications for services and provided assurance regarding progress in relation to any new recommendations - would be added to the Planner for the meeting of RAPC on 23 June 2022; and
- (iii) to otherwise approve the minute as a correct record.

## **BUSINESS PLANNER**

4. The Committee had before it the Committee Business Planner.

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

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

- (i) to agree to record Whistleblowing in the Planner even where there were no reports;
- (ii) to instruct the Chief Finance Officer to present the Audit Scotland briefing note to the next meeting;
- (iii) to instruct the Chief Finance Officer to agree with the external auditors the timetable for presenting the audited accounts to Committee; and
- (iv) to otherwise note the content of the Planner.

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### **STRATEGIC RISK REGISTER - HSCP.22.008**

5. The Committee had before it a report on the Strategic Risk Register, the purpose of which was to provide Committee with an updated version of the IJB's Strategic Risk Register. The Business Manager spoke to the report and took questions from Members.

#### **The Report recommended:-**

that the Committee comment on the revised Strategic Risk Register as appended to the report, noting that a full review of the strategic risks would be undertaken once the new Strategic Plan was approved by the Integration Joint Board (IJB).

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

- (i) to note that the IJB would hold a workshop to begin reviews of the risk appetite statement and risk register once the Strategic Plan was in place;
- (ii) to agree that the Workforce Plan would be considered at the meeting of RAPC on 23 June 2022;
- (iii) to instruct the Strategy and Transformation Lead to circulate the full staffing report in respect of data on vacancies and absences;
- (iv) to instruct the Chief Finance Officer to provide further information regarding vacancies in Primary Care and Social Care to the meeting of RAPC on 23 June 2022;
- (v) to note that the hosted services SLAs would be considered at the meeting of RAPC on 23 June 2022; and
- (vi) to otherwise note the Strategic Risk Register.

### **INTERNAL AUDIT ANNUAL PLAN (IJB) - HSCP.22.003**

6. The Committee had before it the Internal Audit Plan for Aberdeen City Integration Joint Board for 2022-25.

Jamie Dale, Chief Internal Auditor, spoke to the Plan and took questions from Members.

#### **The Report recommended:-**

that the Committee approve the Internal Audit Plan for 2022-25.

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

- (i) to instruct the Chief Officer Finance to arrange a workshop regarding Portfolio arrangements at a date following the local elections;
- (ii) to instruct the Chief Finance Officer to circulate the NHS Grampian Internal Audit Plan to members; and
- (iii) to otherwise approve the Internal Audit Annual Plan.

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### **INTERNAL AUDIT REPORT: MENTAL HEALTH AND SUBSTANCE MISUSE HSCP.21.127**

7. The Committee had before it Internal Audit Report AC2112: Mental Health and Substance Misuse, the purpose of which was to present the outcome from the planned audit of Mental Health and Substance Misuse that was included in the 2020/21 Internal Audit Plan for Aberdeen City Council.

Jamie Dale, Chief Internal Auditor, spoke to the report.

**The Report recommended:-**

that the Committee review, discuss and comment on the issues raised within the report.

**The Committee resolved:-**

- (i) to instruct the Chief Finance Officer to consider the processes involved in monitoring and demonstrating outcomes of Self Directed Support with regard to reporting to IJB; and
- (ii) to otherwise note the information provided in the report.

### **DIRECTIONS TRACKER - HSCP.22.006**

8. The Committee had before it the Directions – 6 monthly report which presented an update on Directions instructed to Aberdeen City Council (ACC) and NHS Grampian (NHSG) since the previous report to the 23 September 2021 RAPC.

Alex Stephen, Chief Finance Officer, introduced Amy Richert - Senior Project Manager, who had recently joined the Partnership.

The Chief Finance Officer spoke to the report and pointed out a correction at 3.3 of the report that the Directions Tracker was no longer being presented at the Chief Officers' monthly performance meeting.

In response to questions regarding Maternity Vaccinations on line 8 and Link Working (Extension) on line 9 of page 61 of the report, the Chief Finance Officer advised that these could be closed off as Maternity Vaccinations had fed through to the vaccination immunisation blueprint and Link Working had been reported to IJB.

**The Report recommended:-**

that the Committee note the contents of the report.

**The Committee resolved:-**

- (i) to instruct officers to investigate the use of a traffic light system in order to clarify status of Directions; and

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- (ii) to otherwise note the information provided in the report.

### ADULT PROTECTION COMMITTEE ANNUAL REPORT 2020/21

9. The Committee had before it the Adult Protection Committee Annual Report for 2020-21.

Claire Wilson – Lead for Social Work, introduced Val Vertigans - Lead Strategic Officer, Adult Public Protection, who was also in attendance to respond to questions on the report.

Ms Wilson spoke to the report which she explained showed performance for the period April 2020 - March 2021, detailed areas of achievement, good practice, priorities and progress. She also highlighted the new website ‘*Aberdeen Protects*’ which was the first of its kind in Scotland and was a platform for both professionals and members of public to find all public protection information together in one place.

**The Report recommended:-**

that the Committee note the information provided in the report.

**The Committee resolved:-**

- (i) to agree that the explanations provided gave the Committee assurance of the approach and progress being made by the Adult Protection Committee; and
- (ii) to otherwise agree the recommendation.

### EQUALITY AND HUMAN RIGHTS 6 MONTHLY PERFORMANCE REPORT- HSCP.22.011

10. The Committee had before it the Equality and Human Rights 6 Monthly Performance Report and related appendices.

Alison Macleod - Strategy and Transformation Lead, AHSCP introduced Wendy Henderson from Partners for Integration, who was one of the partners she had been working alongside in production of the documents.

The Strategy and Transformation Lead explained that the report detailed the work done since the Equalities report had been approved at IJB on 25 May 2021.

**The report recommended:-**

that the Committee:

- (a) note the contents of this 6 monthly Equality and Human Rights report (at items 3.5, 3.8, 3.10, 3.17, 3.20, 3.21, 3.22 and 3.23 of the report); and

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- (b) note the next steps to be taken to further mainstream the duties across Partnership services (at item 3.25 of the report).

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

- (i) to note the information provided in the report;
- (ii) to note the next steps; and
- (iii) to note that future Equality Impact Assessment reports would be reported six-monthly to IJB and RAPC alternately.

### **LEADERSHIP TEAM OBJECTIVES - UPDATE - HSCP.22.012**

11. The Committee had before it an update report on the Leadership Team Objectives Progress for 2021/22.

Alison MacLeod, Strategy and Transformation Lead, spoke to the report and took questions from Members.

### **The Report recommended:-**

that the Committee note the progress update in relation to the delivery of the ACHSCP Leadership Team Objectives.

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

- (i) to instruct the Strategy and Transformation Lead to report back to Committee on Quarter 3 Carers' Support figures;
- (ii) to acknowledge the Leadership Team's work throughout the previous year;
- (iii) to consider its work on governance and due diligence with a view to holding a development session; and
- (iv) to otherwise note the information provided in the report.

### **VALEDICTORY**

12. The Chair advised Members that this would be the last Risk, Audit and Performance Committee that Councillor Philip Bell would be attending, as he was not standing for re-election in the upcoming local elections in May 2022. The Chair paid tribute to Councillor Bell, acknowledging the scrutiny and assurance he had brought to the Committee and wished to recognise the contribution he had made during this time, wishing him all the best for the future.

- **JOHN TOMLINSON, Chair**