

| | A | B | C | D | E | F | G | H | I | J |
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| 1 | RISK and AUDIT PERFORMANCE COMMITTEE BUSINESS PLANNER 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. The | | | | | | | | | |
| 2 | Date Created | Report Title | Minute Reference/Committee Decision or Purpose of Report | Report Number | Report Author | Lead Officer / Business Area | Directorate | Update/ Status (RAG) | Delayed or Recommended for removal or transfer, enter either D, R, or T | Explanation if delayed, removed or transferred |
| 3 | 26 April 2022 | | | | | | | | | |
| 4 | Standing Item | Internal Audit Reports | Assurance that services are operating effectively | | Jamie Dale | Interim Chief Internal Auditor | Governance | | | 22/02/22 Jamie Dale advised no reports to this meeting. |
| 5 | Standing Item | Review of relevant Audit Scotland reports | Good practice to see national position | | Alex Stephen | Chief Finance Officer | ACHSCP | | | None to present. |
| 6 | Standing Item | Review of Local Code of Governance | To provide assurance on Governance Environment | HSCP22.022 | Alex Stephen | Chief Finance Officer | ACHSCP | | | |
| 7 | Standing Item | Review of Financial Governance | To provide assurance on Governance Environment | HSCP22.023 | Alex Stephen | Chief Finance Officer | ACHSCP | | | |
| 8 | Standing Item | Annual Governance Statement | To provide assurance on Governance Environment | HSCP22.025 | Alex Stephen | Chief Finance Officer | ACHSCP | | | |
| 9 | 27.01.22 | Annual Review of RAPC | | HSCP22.021 | Alex Stephen / Amy Richert | Chief Finance Officer | ACHSCP | | | |
| 10 | Standing Item | Approval of unaudited Accounts | Per RAPC Terms of Reference | HSCP22.024 | Alex Stephen | Chief Finance Officer | ACHSCP | | | To be circulated as a late paper. |
| 11 | Standing Item | Quarter 4 Financial Monitoring | Per RAPC Terms of Reference | HSCP22.032 | Alex Stephen | Chief Finance Officer | ACHSCP | | | To be circulated as a late paper. |
| 12 | 24.03.22 | External Audit Plan 2022/23 | Alex Stephen requested report from external auditors as per duties of RAPC committee | HSCP22.031 | Michael Wilkie | KPMG | KPMG | | | To be circulated as a late paper. |
| 13 | 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 | | | No incidents. Verbal update to be provided. |
| 14 | 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 | | D | Request to defer to June meeting - Performance data not available for April meeting but will be available for June. |
| 15 | 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 | | D | To amalgamate within Justice Social work performance report as per above entry and to defer to June meeting. |
| 16 | 06.12.2021 | Governance Standards for signposted organisations | Sign posting to external services | HSCP22.030 | Alison Macleod | Lead Strategy and Performance Manager | ACHSCP | | | |

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| 2 | | | | | | | | | | |
| 17 | 01.03.22 | Leadership Team Objectives - Performance Framework | Performance framework and timeline for future performance information to RAPC. | HSCP22.029 | Alison Macleod | Lead Strategy and Performance Manager | ACHSCP | | | |
| 18 | 10.03.22 | Audit Scotland Drug and Alcohol service briefing | Request for paper from Alex Stephen on 10/03/22 in response to national report. | | Simon Rayner | | ACHSCP | | D | Request to defer to June RAPC to allow for further development of the report. |
| 19 | 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 | HSCP22.010 | Claire Wilson | Lead Social Worker | ACHSCP | | R | This report has already been presented to IJB and CCG. Suggested to remove from RAPC planner. |
| 20 | 27.01.22 | Audit Scotland Briefing on Social Care | Social Care Briefing Report January 2022 prepared by Audit Scotland | HSCP.22.009 As per note. | Alex Stephen/ Claire Wilson/ Anne McKenzie | Chief Finance Officer | ACHSCP | | D | Email from Alex Stephen requesting addition to Planner, 07/02/2022 Alex Stephen requested that this is withheld from the preagenda pack following consultation feedback, listed as postponed. |
| 21 | 23 June 2022 | | | | | | | | | |
| 22 | Standing Item | Internal Audit Reports | Assurance that services are operating effectively | | Jamie Dale | Chief Internal Auditor | Governance | | | 22/02/22 - Jamie Dale advised reports will be; Annual Report & Audit recommendations follow up. |
| 23 | Standing Item | External Audit Strategy 2021/22 | | | Michael Wilkie | KPMG | KPMG | | | Possibility of being considered at April 2022 RAPC |
| 24 | Standing Item | Review of relevant Audit Scotland reports | Good practice to see national position | | Alex Stephen | Chief Finance Officer | ACHSCP | | | |
| 25 | Standing Item | Strategic Risk Register | Bi-Annual - last report December 2021 | | Martin Allan | Business Manager | ACHSCP | | | |
| 26 | 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. |
| 27 | 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 | | | |

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| 28 | 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 | | | |
| 29 | 15.03.22 | Audited Accounts | | | Alex Stephen | Chief Finance Officer | ACHSCP | | | |
| 30 | 01.03.22 | CAMHS Update report | | | Jane Fletcher | | | | | |
| 31 | 01.03.22 | Primary Care and Social Care Vacancies | Members agreed on 01/03/22 to 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 | | Alex Stephen | Chief Finance Officer | ACHSCP | | | |
| 32 | 01.03.22 | Workforce Plan | RAPC members agreed that the Workforce Plan would be considered at the meeting of RAPC on 23 June 2022 | | Martin Allan | Business Manager | ACHSCP | | | |
| 33 | 01.03.22 | Hosted Services SLAs | RAPC members agreed 01/02/22 that hosted services SLAs would be considered at the meeting of RAPC on 23 June 2022 | | Alison Macleod | Strategy and Performance Manager | ACHSCP | | | |
| 34 | 01.03.22 | Self Directed Support | RAPC members agreed 01/02/22 that Self Directed Support would be considered at the meeting of RAPC on 23 June 2022 | | Claire Wilson | Lead for Social Work | ACHSCP | | | |
| 35 | 23.09.21 | PCIP - progress to date | Further update report (last reported at 23 September 21 RAPC - HSCP.21.105) | As per note. | Emma King / Sarah Gibbon | | ACHSCP | | D | Due to system and workload pressures this was deferred to 26 April 2022 committee, however a Workshop is now planned to cover 2C and Primary Care Update after RAPC on 23 June 2022. |
| 36 | 9 August 2022 | | | | | | | | | |
| 37 | Standing Item | Internal Audit Reports | Assurance that services are operating effectively | | Jamie Dale | Chief Internal Auditor | Governance | | | |
| 38 | Standing Item | Review of relevant Audit Scotland reports | Good practice to see national position | | Alex Stephen | Chief Finance Officer | ACHSCP | | | |
| 39 | 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 | | | |
| 40 | Standing Item | Financial Regs Review | Annual Review | | 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 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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| 42 | 06.07.21 | Locality Plans - HSCP.21.078 | 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 | | | |
| 43 | 1 November 2022 | | | | | | | | | |
| 44 | Standing Item | Internal Audit Reports | Assurance that services are operating effectively | | Jamie Dale | Chief Internal Auditor | Governance | | | |
| 45 | Standing Item | Review of relevant Audit Scotland reports | Good practice to see national position | | Alex Stephen | Chief Finance Officer | ACHSCP | | | |
| 46 | Standing Item | Strategic Risk Register | Bi-Annual - last report December 2021 | | Martin Allan | Business Manager | ACHSCP | | | |
| 47 | 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. |
| 48 | 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 | | | |
| 49 | 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 | | | |
| 50 | 01.03.22 | IJB Annual Performance Report 2020/21 | Members noted at RAPC on 01/03/22 that the IJB Annual Performance Report 2020/2021 - HSCP.21.105, would be presented to the meeting of IJB on 30 August 2022 and thereafter to RAPC on 1 November 2022 | | Alison Macleod | Lead Strategy and Performance Manager | ACHSCP | | | |
| 51 | 28 February 2023 | | | | | | | | | |
| 52 | 24.08.21 | Navigator project evaluation | IJB 24.08.21 - NAVIGATOR REPORT - HSCP.21.086 - to instruct the Chief Officer, ACHSCP to present an evaluation and update report to the RAPC prior to conclusion of Year 2 funding. (First two years October 21 to October 23) | | Simon Rayner | ADP Strategic Lead | ACHSCP | | | |