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INTEGRATION JOINT BOARD BUSINESS PLANNER - The Business Planner details the reports which have been instructed by the Board as well as reports which the Functions expect to be submitting for the calendar year.									
Date Created	Report Title	Minute Reference/Committee Decision or Purpose of Report	Report Number	Report Author	Lead Officer / Business Area	ORGANISATION ACHSCP/ACC/NHSG	Update/ Status (RAG)	Delayed/ Deferred or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
2022 Meetings									
07 June 2022									
	Integration Joint Board Membership - Post Local Elections	Following local election results on 5 May 2022, ACC will require to nominate its membership of IJB to reflect any new membership and possibly change sub committee chairs depending new elected members. Two new NHSG members to also be approved.	HSCP.22.038	Jess Anderson/John Forsyth/Clerk	Chief Officer - Governance	ACC			
6	Standing Item	Video	Plan for the Future	Kay Diack/ Amy Richert	Business Lead	ACHSCP			
7	Standing Item	Chief Officer Report	A regular update from the Chief Officer	Kay Diack	Business Lead	ACHSCP			
8	26.04.2021	Strategic Plan 2022 -2025	Final version of Strategic Plan.	Alison Macleod	Lead Strategy and Performance Manager	ACHSCP			
9		IJB Scheme of Governance Annual Review		John Forsyth	Solicitor ACC	ACHSCP			
10	Standing Item	Annual Resilience report - Inclusion of Integration Joint Boards as Category 1 Responders under Civil Contingency Act 2004 - HSCP.21.028	On 23.03.21, IJB resolved :- (iii)to instruct the Chief Officer to bring a report, annually, providing assurance on the resilience arrangements in place to discharge the duties on the IJB under the 2004 Act	Martin Allan	Business Lead	ACHSCP			Carried forward due to cancellation of January 2022 committee due to system and workload pressures.
11	17.05.2022	Supplier uplifts		Alex Stephen	Chief Finance Officer	ACHSCP			Late circulation paper
12	28.04.2022	ADP Investment Plans 2022		Simon Rayner		ADP			
13		Dual sensory impairment service	Proposed funding of sensory services to the community.	Neil Stephenson	Procurement Lead	ACHSCP			
14	17.05.2022	Project Search	To outline the proposal to fund young people through Project Search, as part of Aberdeen City Health and Social Care Partnership's (ACHSCP) Workforce Plan and commitment to developing the young workforce	Martin Allan	Business Manager	ACHSCP			
15	29.04.2022	Rubislaw Park Nursing Home - Hospital Pathway (End of life beds)	Business Case for Rubislaw Park End of life beds	James Maitland	Chief Officer	ACHSCP			
16	01/12/2021	WORKSHOP: 2C Update	To provide an update on 2C tendering exercise.	Alex Stephen	Chief Finance Officer	ACHSCP		R	Separate seminar arranged for 13 July 2022.
17	10.05.2022	WORKSHOP: RISK	Business Manager to hold June workshop session on Risk for all IJB members. As per Teams message from Stuart Lamberton on 9 May 2022.	Martin Allan	Business Manager	ACHSCP		R	Workshop scheduled for 15 August 2022
18	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 (startingDecember 2021 and then IJB - June 2022).	Alison Macleod	Lead Strategy and Performance Manager	ACHSCP		D	Went to RAPC on 01/03/22. Propose delay to IJB August 2022.
19	Standing Item	Audited Accounts		Alex Stephen	Chief Finance Officer	ACHSCP		D	Possible delay as may go to RAPC instead.
20		ACHSCP Annual Report		Sandra Macleod	Chief Officer	ACHSCP		D	Proposed to defer to August 2022 due to volume of business on June Planner.
21		Financial Monitoring 2021/22		Alex Stephen	Chief Finance Officer	ACHSCP		R	Not required as financial information reported to RAPC in April
22	24.08.21	Rosewell House - IJB/BAC Joint Evaluation	Rosewell House - Options Appraisal and Recommendations - HSCP.21.088 (IJB 24/08/21)to instruct the Chief Officer ACHSCP, to bring a joint evaluation report to the IJB/BAC board in summer 2022, summarising ongoing progress delivering the intended outcomes (identified in the benefits in the business case) and actions for continuous improvement;	Sarah Gibbon	Project Manager			D	Proposed to defer to August 2022 due to volume of business on June Planner.
23	10.11.21	Revised Strategic Risk Register SRR) & revised risk appetite statement (RAS).	Full review of Strategic Risks once Strategic Plan is approved at IJB on 10 March 2022	Martin Allan	Business Manager	ACHSCP		D	Full review of Strategic Risks to be undertaken once the new Strategic Plan approved at 10 March 2022 IJB. Chief Officer to provide a further update on the SRR to the Risk, Audit and Performance Committee on 26 April 2022 / IJB on 7 June 2022 Propose to defer to August IJB to allow for agreement of Strategic Plan at June IJB.

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24	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		Claire Wilson	Social Care- Lead	ACHSCP		D	Carried forward due to cancellation of January 2022 committee due to system and workload pressures. Report has already been considered by ACEGPP (COG), PPC, CCGC AND RAPC .
25	2.11.2021	COVID-19 Mental Health Service for patients hospitalised with COVID-19 - update	At IJB on 2 November 2021 (HSCP.21.110) - request update report from the Director of Public Health at the 25 January 2022 IJB meeting via Dr Emma Davies, registrar in public health, NHSG lead for long-COVID and chair of NHS G long-COVID SLWG;		Emma Davies	Registrar / Lead for Long Covid	NHSG		T	Carried forward due to cancellation of January 2022 committee due to system and workload pressures. Proposed move to Clinical Care Governance Committee 2 August 2022.
26	06.07.2021	Carers Strategy	At IJB on 06.07.108/07/2021 (iii)to instruct the Chief Officer, ACHSCP to bring back the revised Aberdeen City Carers Strategy for approval to the March 2022 IJB meeting; and (iv)to instruct the Chief Officer, ACHSCP to consider how to provide assurance to the IJB on current delivery of the Carers Strategy.		Alison Macleod	Lead Strategy and Performance Manager	ACHSCP		D	Deferred to 7 June due to system and workload pressures. Proposed delay to August IJB to allow alignment with Scottish Government Document expected June 2022. Carer's Strategy Implementation Group met 16/03/22 to discuss timelines for completion of Strategy work. Agreed that August IJB does not give sufficient time. Project plan in place to present new strategy to October IJB.
27	24.08.21	Rosewell House - progress report	Rosewell House - Options Appraisal and Recommendations - HSCP.21.088 (IJB 24/08/21) to instruct the Chief Officer ACHSCP to bring a report to the March 2022 IJB meeting which outlines the progress against developing the step-up elements of care at Rosewell House;		Sarah Gibbon	Project Manager			R	Duplicated. Already on planner as Rosewell House - IJB/BAC Joint Evaluation.
28	15.06.2021	Hybrid Meetings	A report on how IJB can ensure inclusivity for all attendees by offering physical and/or digital participation at meetings. Due to the Covid guidance from NHSG to continue working from home where possible - to be reviewed for 2022. Key recommendation is test of change to hold hybrid session in Council Chamber before a final decision.	HSCP.21.097	Sandra Macleod	Chief Officer	ACHSCP		D	Chair asked at August IJB 2021 that this report be deferred to December 2021 IJB due to the advice of partner organisations for staff to work from home where possible until revised instructions at end of 2021 . Given the NHS extension to March 2022 to work from home - deferred but to remain on planner . Deferred to 7 June due to system and workload pressures. Update 02/0222 from Legal - The IJB will continue to hold entirely remote meetings until the report goes and the recommendation to try a hybrid meeting is accepted. Further deferred to August IJB.
29		IJB Membership	to instruct the Chief Officer, ACHSCP to reconsider these arrangements by report to the IJB prior to 31 March 2023		Sandra Macleod	Chief Officer	ACHSCP		R	Deferred to 7 June due to system and workload pressures. Propose to remove as duplicated at: Integration Joint Board Membership - Post Local Elections.
30	25.05.2021	Fast Track Cities	At IJB on 25 May 2021 - (ii)to endorse the proposed actions for 2021/22, noting that the action plan is a live document, and to instruct the Chief Officer to provide an update on progress to the IJB on 29 March 2022		Sandra Macleod	Chief Officer	ACHSCP		D	Deferred to 7 June due to system and workload pressures. Proposed to defer to August 2022 due to volume of business on June Planner.
31	25.05.2021	Community Nursing Digitalisation	(iii)to instruct the Chief Officer, ACHSCP to present an evaluation report on implementation of the project to include outcomes within 1 year		Sandra Macleod	Chief Officer	ACHSCP		D	Deferred to 7 June due to system and workload pressures. Proposed to defer to August 2022 due to volume of business on June Planner.
32	21.02.2022	Link Worker service Re-tender							T	To be included in CO update report.
33	15.10.2021	Mental Welfare Commission-ARBD report	Email from Alex Stephen / Sandra Macleod - The Mental Welfare Commission - 'Care and treatment for people with alcohol related brain damage (ARBD) in Scotland A report on visits to people and services across Scotland in 2021'		Kevin Dawson	Chief Officer	ACHSCP		D	To include summary in Chief Officer report this cycle. Discuss future reporting on MWC reports given number received / inclusion in MH Action Plan. Deferred from IJB December 2021, to remain on planner. Proposed to defer to August 2022 due to the volume of business on June Planner. Kevin Dawson advises of aim to pull together a consolidated regular update report on all current MWC Reports to go to Clinical Care & Governance Committee that should remove requirement for specific reports to go to IJB
30 August 2022										
35	Standing Item	Chief Officer Report	A regular update from the Chief Officer		Kay Diack	Chief of Staff	ACHSCP			
36	06.07.2021	HACE Survey Report	On 06.07.21 at IJB: (ii)to instruct the Chief Officer to bring a report on the 2021/22 HACE Survey in July 2022 comparing these with the 2019/20 results i.e., pre-Covid and post-Covid;		Alison Macleod	Lead Strategy and Performance Manager	ACHSCP			
37		Link Worker service Review - request for re-tender	Re-tender request for service valued over £740k.		Iain Robertson	Strategy and Transformation Team	ACHSCP			
38	Standing Item	Winter Plan	An update to IJB on winter planning arrangements		Martin Allan	Business Lead	ACHSCP			
39	28.04.22	Analogue to Digital telecare			Pete McAndrew / Craig Farquhar / Valerie Taylor	Strategy and Transformation Team	ACHSCP			
11 October 2022										
41	Standing Item	Chief Officer Report	A regular update from the Chief Officer		Kay Diack	Chief of Staff	ACHSCP			

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42	Standing Item	IJB, APS and CCG Meeting dates - 2023 - 2024	To propose Meeting dates from 1 April 2022 to 31 March 2023		Emma Robertson	Clerk	ACC			
43	26.04.2021	Workforce Strategy	Strategy to support the Strategic Plan	n/a	Sandy Reid		ACHSCP	Move to August 2022.		The FINAL Strategic Plan will be presented to March 2022 IJB; the Workforce Plan is a Leadership Objective for completion March 2022. This aligns with NHS Grampian's Workforce Plan (April 2022) which will include the HSCPs plans. In order to support operational pressures, it was agreed at IJB on 15/12/21 this be deferred to 11 October 2022 at the latest, but to be brought sooner where possible. At 02/02/22 CFO advised move to IJB August 2022.
44	29 November 2022									
45	Standing Item	Chief Officer Report	A regular update from the Chief Officer		Kay Diack	Chief of Staff	ACHSCP			
46	06.07.2021	Local Survey 2022	On 06.0721 at IJB : (iii)to instruct the Chief Officer to bring a report on the results of the Local Survey 2022 to the December 2022 meeting of the IJB;		Alison Macleod	Lead Strategy and Performance Manager	ACHSCP			
47	02.11.2021	Rosewell House Travel Plan - update	The impact of the travel plan and report back to IJB in 12 months on the outcomes and any measures that might be required.		Sarah Gibbon	Project Manager	ACHSCP			
48	31 January 2023									
49	Standing Item	Chief Officer Report	A regular update from the Chief Officer		Kay Diack	Chief of Staff	ACHSCP			
50	23.03.2021	Integration Joint Board Membership - HSCP.21.022	(iii)to instruct the Chief Officer, ACHSCP to reconsider these arrangements by report to the IJB prior to 31 March 2023.		Clerk	Chief Officer	ACHSCP			
51	10.03.22	Mental Health and Learning Disabilities	At Budget on 10 March 2022, Board agreed to note that in respect of article 3.14 on page 64 of the report (specialist Mental Health and Learning Disabilities (MHL) Services) it was recommended that the transitional period be extended to March 2023 and if anything were to vary with this matter, the Chief Finance Officer would bring a specific report back to the Board		Alex Stephen	Chief Finance Officer	ACHSCP			