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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	23 June 2022									
4	Standing Item	Directions Tracker Process Report	On 23.09.2020, RAPC resolved: to direct the Chief Finance Officer to report on the Directions Tracker every 6 months - see 21 December 2021	HSCP.22.043	Alex Stephen / Amy Richert	Chief Finance Officer	ACHSCP			At RAPC on 26.04.22 Members requested that a Traffic Light system be incorporated into the Tracker.
5	23.09.21	Primary Care Improvement Plan Update	Further update report (last reported at 23 September 21 RAPC - HSCP.21.105)	HSCP.22.044	Emma King / Sarah Gibbon		ACHSCP			Due to system and workload pressures this report was deferred. A Workshop is also now planned to cover 2C and Primary Care Update on 13 July 2022.
6	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.	HSCP.22.048	Simon Rayner		ACHSCP			Members agreed on 26 April 2022 to defer to June RAPC to allow for further development of the report.
7	Standing Item	Review of relevant Audit Scotland reports	Good practice to see national position	HSCP.22.050	Alex Stephen	Chief Finance Officer	ACHSCP			
8	Standing Item	Internal Audit Reports - Annual Report & IJB Performance Manangement Reporting	Assurance that services are operating effectively	HSCP.22.045 & HSCP.22.046	Jamie Dale	Chief Internal Auditor	Governance			22/02/22 - Jamie Dale advised reports will be; Annual Report & Audit recommendations follow up.
9	06.12.2021	Governance Standards for signposted organisations	Sign posting to external services	HSCP.22.049	Alison Macleod	Lead Strategy and Performance Manager	ACHSCP			At RAPC on 26.04.22 Members instructed the Strategy and Transformation Lead to seek further legal advice regarding endorsement and to incorporate this into the final version; and to share the draft of the report with Members in advance of the agenda papers being issued for RAPC on 23 June 2022

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10	01.03.22	CAMHS Update report - Young People Monitoring Report 2020-21, Mental Welfare Commission		HSCP.22.047	Jane Fletcher / Amanda Farquharson					
11	22.06.2021	Justice Social Work Performance report and Justice Social Work Annual Report	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.	HSCP.22.042	Kevin Toshney/ Claire Wilson / Lesley Simpson / Liz Cameron	Lead for Social Work	ACHSCP			Request to defer to June meeting - Performance data not available for April meeting but will be available for June. Amalgamated with JSW 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. "
12	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		D	Quarterly reporting instructed. This was considered at RAPC on 26 April 2022, so will next be presented at RAPC on 9 August 2022.
13	Standing Item	External Audit Strategy 2021/22			Michael Wilkie	KPMG	KPMG		T	Considered at April 2022 RAPC
14	Standing Item	Strategic Risk Register	Bi-Annual - last report December 2021		Martin Allan	Business Manager	ACHSCP		D	Deferred to November to coincide with work on next Strategic plan and August IJB workshop.
15	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.

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16	Standing Item	Review of Local Code of Governance	To provide assurance on Governance Environment	HSCP.22.022	Alex Stephen	Chief Finance Officer	ACHSCP		D	At RAPC on 26.04.22 Members agreed to include reference to the IJB's work on Culture in the final version and to instruct the CFO to review the climate change duties and take recommendations on the implications back to RAPC. These updates to be incorporated within final audited accounts.
17	Standing Item	Annual Governance Statement	To provide assurance on Governance Environment	HSCP.22.025	Alex Stephen	Chief Finance Officer	ACHSCP		D	At RAPC on 26.04.22 Members agreed (i) to include reference to the IJB's work on Culture into Principle 1;(ii) to agree that the assurance statement would be expanded to include more explanation on procurement; and(iii) to agree to add a seminar topic on Ethical Approach to Commissioning. These updates to be incorporated within final audited accounts.
18	01.03.22	Primary Care and Social Care Vacancies / Workforce Plan	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 / and Workforce Plan to the meeting of RAPC on 23 June 2022		Alex Stephen / Martin Allan	Chief Finance Officer / Business Manager	ACHSCP		D	Primary Care vacancies update was issued on 01/03/22. At RAPC on 26.04.22 Members agreed to combine these two topics into one report. 01/06/2022 - Workforce plan due to be completed by 31st July deferred to August Meeting.
19	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		D	30/05/22 - Delayed to August RAPC to coincide with other partnerships who are delaying due to workload pressures.
20	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		D	Delayed due to prioritisation of the inspection. Email from Claire Wilson 17.05.22: showing the outcomes for all SDS options is complex and we need to do a lot of work on this to be able to have a framework in place for doing this. Request to delay for now until D365 is embedded which should allow us to use the data in a different way - defer for review in November 2022.
21	9 August 2022									
22	Standing Item	Internal Audit Reports	Assurance that services are operating effectively		Jamie Dale	Chief Internal Auditor	Governance			
23	Standing Item	Review of relevant Audit Scotland reports	Good practice to see national position		Alex Stephen	Chief Finance Officer	ACHSCP			
24	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			
25	Standing Item	Financial Regs Review	Annual Review		Alex Stephen	Chief Finance Officer	ACHSCP			

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26	Standing Item	Whistleblowing Updates and report on Policy & Reporting	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			Committee resolved on 26 April 2022: to agree that a report on Whistleblowing policy and reporting would be added to the Planner and submitted to a future Committee
27	15.03.22	Audited Accounts	At RAPC on 26.04.22 Milchael Wilkie (KPMG) advised members that Audited Accounts would be presented to the August meeting.		Alex Stephen	Chief Finance Officer	ACHSCP			
28	26.04.22	Report on Whistleblowing Policy and Reporting	At RAPC on 26.04.22 Members requested that this report be added to the Planner.		Martin Allan	Business Manager	ACHSCP			
29	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		D	Request from Lead Strategy and Performance Manager to defer to 01/11/22 to allow the Committee to consider this with the Annual Performance Report.
30	15.03.22	Audited Accounts	Committee was advised on 26 April 2022 by Michael Wilkie that Audited Accounts would be presented in August 2022 and not June as originally planned.		Alex Stephen	Chief Finance Officer	ACHSCP			
31	01.03.22	Health Care Intelligence Dashboard	At RAPC on 26.04.22, following discussion on LT Objectives, Members agreed that the Health Care Intelligence Dashboard and covering report would be added to the Planner as an action for RAPC in August 2022 and thereafter on a quarterly basis; and to agree that a seminar on Strategic Intent be added to the Planner.		Alison Macleod	Lead Strategy and Performance Manager	ACHSCP			
32	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 was withheld from the 010322 preagenda pack following consultation feedback, listed as postponed. Awaiting further advice on timing.
33	15.06.22	ASP Inspection report	Overview of the recommendations of the recent inspection.		Claire Wilson / Val Vertigans	Lead social Worker	ACHSCP			Report is being published on 21 June 2022.
34	1 November 2022									
35	Standing Item	Internal Audit Reports	Assurance that services are operating effectively		Jamie Dale	Chief Internal Auditor	Governance			

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36	Standing Item	Review of relevant Audit Scotland reports	Good practice to see national position		Alex Stephen	Chief Finance Officer	ACHSCP			
37	Standing Item	Strategic Risk Register	Bi-Annual - last report December 2021		Martin Allan	Business Manager	ACHSCP			
38	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.
39	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			
40	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			
41	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			
42	28 February 2023									
43	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			
44	27.01.22	Annual Review of RAPC			Alex Stephen / Amy Richert	Chief Finance Officer	ACHSCP			
45		Approval of Unaudited Accounts			Alex Stephen	Chief Finance Officer	ACHSCP			
46	Standing Item	Review of Financial Governance	To provide assurance on Governance Environment annual report. Last RAPC was 26 April 2022.		Alex Stephen	Chief Finance Officer	ACHSCP			