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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
30 August 2022									
	Video	ACVO Video: FRESH Community Wellness		Kay Diack	Chief of Staff	ACHSCP			
Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer	HSCP22.077	Kay Diack	Chief of Staff	ACHSCP			
Standing Item	Equalities and Equalities Outcomes	<p>To note the progress towards evidencing compliance with the Human Rights Act 1998, the Equality Act 2010, the Scottish Specific Public Sector Equality Duties 2012 and the Fairer Scotland Duty 2018, outlining how person-centered equality and human rights culture is being delivered across all services.</p> <p>At IJB on 25 May 2021 Members resolved to instruct the Chief Officer, ACHSCP to submit 6-monthly reports alternately to the RAPC (starting December 2021 and then IJB - June 2022).</p>	HSCP22.067	Alison Macleod	Lead Strategy and Performance Manager	ACHSCP	Went to RAPC on 01/03/22. Proposed delay to IJB August 2022 agreed on 7 June 2022.		
01.08.22	Appointment of Chairs - Risk, Audit and Performance Committee (RAPC) and Clinical Care Governance (CCG)	To seek approval from IJB for appointment of a new Chair to RAPC (due to John Tomlinson's term ending) and therefore also to CCG in order to have equal partner organisations chairing each Committee.	HSCP22.076	Emma Robertson	Governance	ACC			
10.11.21	Revised Strategic Risk Register (SRR) & revised risk appetite statement (RAS).	To present updated versions of the IJB's Risk Appetite Statement and Strategic Risk Register (SRR), following the Risk Workshop on 15 August 2022.	HSCP22.075	Martin Allan	Business Manager	ACHSCP	Members agreed to defer to August IJB to allow for agreement of Strategic Plan at June IJB and updates from Risk Workshop.		
	ACHSCP Annual Report	To seek approval to publish the Annual Performance Report (APR) for 2021-22 and to instruct the Chief Officer to present the report to both Aberdeen City Council and NHS Grampian for their information.	HSCP22.070	Alison Macleod / Michelle Grant	Lead Strategy and Performance Manager	ACHSCP	Proposed to defer to August 2022 agreed at IJB on 7 June 2022 - due to volume of business on June Planner.		
18 July 2022	Supplementary Work Plan - Social Care	To provide information about the work done to develop social care services for the community, and to seek approval to carry-out the commissioning and procurement work involved.	HSCP22.066	Neil Stephenson	Commissioning Lead	ACHSCP			
29.06.2022	Annual Locality Planning Report	To present the draft Annual Report 2021/22 in relation to delivery of the three Locality Plans. This is the first Annual Report since the Locality Plans were published in July 2021.	HSCP22.071	Alison Macleod / Chris Smilie	Strategy and Transformation Team	ACHSCP			
	Draft ACHSPC Workforce Plan 2022 - 2025	To present the first draft of the ACHSCP Workforce plan for 2022 – 2025 for consultation with the IJB. After further consultation the final version will be presented to IJB on 11 October 2022 for approval.	HSCP22.073	Sandy Reid / Stuart Lamberton	Strategy and Transformation Team	ACHSCP	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.		
25.05.2021	Fast Track Cities	<p>To present an annual update on the actions against the Action Plan submitted to the Integration Joint Board on 21st January 2020.</p> <p>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</p>	HSCP22.078	Sandy Reid / Daniela Brawley	Chief Officer	ACHSCP	Agreed by IJB on 7 June 2022 to further defer to August due to volume of business on June Planner.		
	Link Practitioner Service Contract	To seek approval of the Link Practitioner Service Business Case and its recommended option to undertake collaborative commissioning to procure a provider to deliver the new Link Practitioner Service contract on behalf of Aberdeen City Health and Social Care Partnership.	HSCP22.062	Iain Robertson	Strategy and Transformation Team	ACHSCP			

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24.08.21	Rosewell House - IJB/BAC Joint Evaluation	To note the findings of an evaluation of Rosewell House. At IJB on 24 August 2021, Members instructed the Chief Officer 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; presented to the Integration Joint Board (IJB)	HSCP22.074	Sarah Gibbon	Project Manager		Proposal to defer to August 2022 was agreed due to volume of business on June Planner. Late paper coming to 30 August IJB.		
Standing Item	Winter Plan	To present an update on winter planning arrangements.		Martin Allan	Business Lead	ACHSCP		R	This is being incorporated into the Chief Officer report for 30 August 2022.
06.07.2021	Health and Care Experience (HACE) Survey Report	To present for information, the results for Aberdeen City from the Health and Care Experience (HACE) Survey which was undertaken nationally in 2021/22. On 6 July 2021, Members instructed 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.	HSCP22.072	Alison Macleod / Michelle Grant	Lead Strategy and Performance Manager	ACHSCP		R	This is being incorporated into the ACHSCP Annual Report for 30 August 2022.
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		R	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. June 22 IJB - CO report advised that teams will be used for IJB meetings for rest of the year. Propose to remove from planner at this time. Further reports to be provided once longer term hybrid option has been identified.
25.05.2021	Community Nursing Digitalisation	On 25 May 2021 IJB agreed - to instruct the Chief Officer, ACHSCP to present an evaluation report on implementation of the project to include outcomes within 1 year		Michelle Grant / Craig Farquhar	Chief Officer	ACHSCP		D	Deferred to 7 June due to system and workload pressures. Agreed by IJB on 8 June 2022 to defer to August 2022 due to volume of business on June Planner. June 2022 - Strategic Plan Delivery Plan outline timeline for development and evaluation of this project to Spring 2023. Report deferred to 28 March 2023.
28.04.22	Analogue to Digital telecare	To provide an update report to Members.		Pete McAndrew /Nadir Freigoun / Valerie Taylor	Strategy and Transformation Team	ACHSCP		D	Request from Alison Macleod to defer to October IJB to allow more time for project development
07.06.2022	Rubislaw Park Evaluation	To present the findings of the service evaluation, following on from the agreement of contract extension at June IJB.		James Maitland / Michelle Grant	Strategy and Transformation Team	ACHSCP		D	Request to defer to October will allow further data to be captured from the newer pathways into the EoL beds at Rubislaw.
11 October 2022									
Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer		Kay Diack	Chief of Staff	ACHSCP			
Standing Item	IJB, RAP and CCG Meeting dates - 2023 - 2024	To seek agreement on meeting dates from 1 April 2022 to 31 March 2023.		Emma Robertson	Clerk	ACC			
Standing Item	Audited Accounts	To seek approval of the Audited Accounts.		Paul Mitchell	Chief Finance Officer	ACHSCP	Members noted at IJB on 7 June 2022 that the Audited Accounts would be ready at the end of September 2022 and would be considered by the appropriate Committee thereafter.		
07.06.22	Carers' Strategy	To consult with Members on the Carers' Strategy, ahead of the final version being presented on 29 November 2022.		Alison MacLeod	Strategy and Transformation Team	ACHSCP			
26.04.2021	Workforce Strategy	To seek approval from members following the consultation at IJB in August 2022. This strategy supports the Strategic Plan.	n/a	Sandy Reid / Stuart Lamberton		ACHSCP			
26.07.2022	Complex Care Market Position Statement	To seek approval of the Complex Care Market Position Statement - This is a new piece of work to bring together information on needs around Complex Care services and is one of the delivery plan priorities; the development of the Market Position Statement is linked to this.		Jenny Rae / Kevin Dawson	Strategy and Transformation Team	ACHSCP			
29 November 2022									
Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer		Kay Diack	Chief of Staff	ACHSCP			
06.07.2021	Local Survey 2022	On 06.07.21 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			
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			
18.07.22	PCIP Update			Susie Downie / Emma King	Primary care Leads	ACHSCP			

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12.07.2022	Marywell Service Review	Report requested to be added by Teresa Waugh		Susie Downie / Emma King	Primary Care Leads	ACHSCP			
17.08.22	Carers' Strategy	To seek approval of the final version of the Carers' Strategy.							
26.07.2022	MHL D Commissioning Review			Jenny Rae / Kevin Dawson	Strategy and Transformation Team	ACHSCP			Provisional date at present. May move to January 2023.
31 January 2023									
Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer		Kay Diack	Chief of Staff	ACHSCP			
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			
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 D) 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				
28 March 2023									
Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer		Kay Diack	Chief of Staff	ACHSCP			
24.08.21	Rosewell House - evaluation report	Rosewell House - Options Appraisal and Recommendations - HSCP.21.088 (IJB 24/08/21) instruct the Chief Officer, to bring a full evaluation report of the service being delivered at Rosewell House to the IJB board in March 2023;		Sarah Gibbon	Project Manager	ACHSCP			
Standing Item	Annual Procurement Workplan 2023/2024			Neil Stephenson	Procurement Lead	ACC			
Standing Item	Medium Term Financial Framework - 2023/24			Alex Stephen	Chief Finance Officer	ACHSCP			
	Grant Funding to Counselling Servies	Considered at IJB on 10 March 2022 - is this an annual report?			Commissioning Lead	ACHSCP			
	IJB Scheme of Governance Annual Review	Considered at IJB on 7 June 2022 - this is an annual review so date to be established for approx June 2023 review		John Forsyth	Solicitor ACC	ACHSCP			
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			This is an annual report and was last considered at IJB on 7 June 2022.
TBC Future Meetings									
16.08.22	Fast Track Cities								Last presented to IJB on 30 August 2022. This is an annual report.
16.08.22	Neuro Rehabilitation Pathway								Outline draft expected end of March 2023, to come to next IJB after that.