



Risk, Audit and Performance Committee

Minute of Meeting

**Tuesday, 9 August 2022
10.00 am Virtual - Remote Meeting**

ABERDEEN, 9 August 2022. Minute of Meeting of the RISK, AUDIT AND PERFORMANCE COMMITTEE. Present:- John Tomlinson Chairperson; and Councillors John Cooke and Martin Greig; Fraser Bell, Jamie Dale, Alison MacLeod, Paul Mitchell and Shona Omand-Smith.

Also in attendance: Martin Allan, John Forsyth, Michelle Grant, Vicki Johnstone, Stuart Lamberton, Councillor Sandra Macdonald (from Item 6.1) and Val Vertigans (as a substitute for Claire Wilson).

Apologies: June Brown, Amy Richert and Claire Wilson.

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.

WELCOME AND INTRODUCTIONS

1. The Chair welcomed everyone to the meeting.

The Committee resolved:-

to welcome the new Chief Operating Officer, Chief Finance Officer and Commissioning Lead to their first meeting of the Committee.

DECLARATIONS OF INTEREST AND TRANSPARENCY STATEMENTS

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

For the purpose of clarity, John Forsyth assisted members with the following definition:

A transparency statement is used when a Member feels that they have a connection to a matter in the agenda, but having considered the objective test thinks that this does not amount to a declarable interest.

For reasons of transparency, Members can make a transparency statement - explaining that they have considered the matter but will not be withdrawing.

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The Committee resolved:-

- (i) to note the definition of Transparency Statements as provided by the Solicitor; and
- (ii) to otherwise note that there were no Declarations of Interest or Transparency Statements intimated.

EXEMPT BUSINESS

3. There was no exempt business.

MINUTE OF PREVIOUS MEETING OF 23 JUNE 2022

4. The Committee had before it the minute of its previous meeting of 23 June 2022, for approval.

The Committee resolved:-

- (i) with regard to Article 4(i) of the Minute (Minute of the previous meeting of 26 April 2022), to note that the Strategy and Transformation Lead had circulated information providing further assurance regarding numbers of carers;
- (ii) with regard to Article 7 Audit Scotland - Drug and Alcohol Service Briefing, to note that the Self Assessment form would be complete by the end of September 2022 and that the Alcohol and Drugs Partnership Lead would report back to Committee on 1 November 2022 in this regard; and
- (iii) to otherwise approve the minute as a correct record.

BUSINESS PLANNER

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

The Committee resolved:-

- (i) to note that a lead officer would be identified to present the Planner to RAPC and JB; and
- (ii) to otherwise note the content of the Planner.

**WHISTLEBLOWING UPDATES AND REPORT ON POLICY & REPORTING -
HSCP.22.057**

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6. The Committee had before it a report providing an overview of whistleblowing policies relevant to the IJB and the Aberdeen City Health and Social Care Partnership.

The report recommended:-

that the Committee note the details contained in the report.

The Committee resolved:-

- (i) to note that the Business Manager would circulate the NHS Annual Report on Whistleblowing; and
- (ii) to otherwise note the details contained within the report.

ASP INSPECTION REPORT - HSP.22.054

7. The Committee had before it a report on the findings of the recent Joint Inspection of Adult Support and Protection (ASP) in Aberdeen which were published on 21st June 2022.

Val Vertigans - Lead Strategic Officer Adult Public Protection, HSCP spoke to the report and responded to questions from members.

The report recommended:-

that the Committee note the findings of the recent Joint Inspection of Adult Support and Protection in Aberdeen and next steps.

The Committee resolved:-

- (i) to commend the Adult Support Team on the positive inspection report;
- (ii) to instruct the Lead for Social Work to report back to Committee in 2023 with an update regarding progress on the Next Steps; and
- (iii) to otherwise approve the recommendation.

INTERNAL AUDIT REPORT AC2210 - LEARNING DISABILITIES - HSCP.22.055

8. The Committee had before it the Internal Audit Report on Learning Disabilities which presented the outcome from the planned audit of Learning Disabilities Income and Expenditure that was included in the 2020/21 Internal Audit Plan for Aberdeen City Council.

Jamie Dale - Chief Internal Auditor, spoke to the report and responded to questions from Members.

The report recommended:-

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

The Committee resolved:-

to note the content of the report.

BEST VALUE IN INTEGRATION JOINT BOARDS - LETTER FROM ACCOUNTS COMMISSION - HSCP.22.065

9. The Committee had before it for information, a letter from the Chair of the Accounts Commission regarding Best Value in Integration Joint Boards.

The Committee resolved:-

- (i) to note that any questions from Members regarding the information contained within the letter should be addressed to the Business Manager for referral to the Accounts Commission; and
- (ii) to otherwise note the information provided.

HOSTED SERVICES SLAS - HSCP.22.064

10. The Committee had before it a report on Grampian Out of Hours (OOH) Primary Care Services (GMEDs) and early sight of a draft Service Level Agreement (SLA) for Sexual Health Services for comment to feed into further development.

The Strategy and Transformation Lead spoke to the report and responded to questions from members.

The report recommended:-

that the Committee note and comment on the GMED report and the draft Sexual Health Services SLA.

The Committee resolved:-

- (i) to instruct the Strategy and Transformation Lead to ask for clarification from colleagues in Moray regarding the statement at item 3.4 on page 41 of the GMED report and to report back to Committee in this regard; and
- (ii) to otherwise note the content of the GMED report and the draft Sexual Health Services SLA.

STRATEGIC PLAN DELIVERY PLAN DASHBOARD - HSCP.22.063

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11. The Committee had before it a report providing information regarding the reporting framework for the Strategic Plan and the progress on the delivery plan as set out within the Strategic Plan 2022-2025

Michelle Grant - Senior Project Manager, introduced the report and responded to questions from members.

The report recommended:-

that the Committee note the Delivery Plan Reporting Framework, Quarter 1 Overview and Dashboard as appended to the report.

The Committee resolved:-

to approve the recommendation.

SCOTLAND'S FINANCIAL RESPONSE TO COVID - HSCP.22.068

12. The Committee had before it the Accounts Commission report on Scotland's financial response to Covid-19 and covering report from Paul Mitchell - Chief Finance Officer.

The Chief Finance Officer spoke to the report and responded to questions from members. Members noted that the report contained three recommendations for the Scottish Government and three recommendations for the Scottish Government, councils, NHS boards and integration authorities.

The report recommended:-

that the Committee note the recommendations made by Audit Scotland in the "Scotland's Response to Covid-19" report.

The Committee resolved:-

to approve the recommendation.

CONFIRMATION OF ASSURANCE

13. The Chair enquired of Members if they were satisfied on matters presented before the Committee or if further examination was required.

The Committee resolved:-

to note they had received Confirmation of Assurance from the reports and associated discussions presented and that further assurance had been evidenced by the activity of all staff in not only producing the necessary information but also by the delivery and modifications of processes and services in a regular and sustained manner.

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DATE OF NEXT MEETING - TUESDAY 1 NOVEMBER 2022 AT 10AM

14. The Committee had before it the dates for future meetings:

- Tuesday 1 November 2022 at 10am; and
- Tuesday 28 February 2023 at 10am

The Board resolved:-

to note the future meeting dates

- **JOHN TOMLINSON, Chair**

DRAFT