



## **Risk, Audit and Performance Committee**

### **Minute of Meeting**

**Tuesday, 28 February 2023  
10.00 am Virtual - Remote Meeting**

ABERDEEN, 28 February 2023. Minute of Meeting of the RISK, AUDIT AND PERFORMANCE COMMITTEE. Present:- Councillor Martin Greig Chairperson; and Councillor John Cooke, June Brown (from Article 9), Luan Grugeon, Jamie Dale, Alison MacLeod and Paul Mitchell (until Article 9).

Also in attendance: Martin Allan, Alan Bell (for Article 9), Michelle Grant, Vicki Johnstone, Stuart Lamberton, Graham Lawther and Shona Omand-Smith.

**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.**

### **DECLARATIONS OF INTEREST AND TRANSPARENCY STATEMENTS**

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

#### **The Committee resolved:-**

to note that there were no Declarations of Interest or Transparency Statements intimated.

### **EXEMPT BUSINESS**

2. There was no exempt business.

### **MINUTE OF PREVIOUS MEETING OF 17 NOVEMBER 2022**

3. The Committee had before it the minute of its previous meeting of 17 November 2022, for approval.

#### **The Committee resolved:-**

to approve the minute as a correct record.

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**BUSINESS PLANNER**

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

In respect of a question regarding whistleblowing, the Business Manager confirmed that this was information collated from the Integration Joint Board, Aberdeen City Council and NHS Grampian.

**The Committee resolved:-**

to approve the content of the Planner.

**BOARD ASSURANCE AND ESCALATION FRAMEWORK (BAEF) - HSCP.23.009**

5. The Committee had before it the annual review of the Integration Joint Board's (IJB) Board Assurance and Escalation Framework (BAEF) as part of the Risk, Audit and Performance Committee's (RAPC) annual review of the Framework.

Members discussed community empowerment and engagement and the importance of embedding this when connecting with stakeholders.

Members noted that NHS Grampian had set up a Short Life Working group looking at the Collaborative Governance approach, and that the IJB Chair would report to the IJB in this regard.

**The report recommended:-**

that the Committee:

- (a) approve the revised BAEF as attached at Appendix A of the report;
- (b) agree that the Framework continue to be reviewed annually by RAPC; and
- (c) agree that once the IJB approved the revised Scheme of Governance (including the terms of reference for the IJB and its committees) that the BAEF be updated to reflect any changes made to the Scheme.

**The Committee resolved:-**

to approve the recommendations.

**INTERNAL AUDIT PLAN 2023-26 - HSCP.23.016**

6. The Committee had before it the Internal Audit Update Plan 2023-26 prepared by the Chief Internal Auditor which sought approval of the Internal Audit Plan for the Aberdeen City Integration Joint Board for 2023-26.

**The report recommended:-**

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that the Committee approve the Internal Audit Plan for 2023-26 as attached at Appendix A of the report.

**The Committee resolved:-**

to approve the recommendation.

### **INTERNAL AUDIT UPDATE REPORT - HSCP.23.012**

7. The Committee had before it the Internal Audit Update Report prepared by the Chief Internal Auditor which presented an update on Internal Audit's work. Details were provided of the progress against the approved Internal Audit plans, audit recommendations follow up, and other relevant matters for the Committee to be aware of.

**The report recommended:-**

that the Committee:

- (a) note the contents of the RAPC - Internal Audit Update Report for February 2023 ("the Internal Audit Update Report"), as appended at Appendix A of the report, and the work of Internal Audit since the last update;
- (b) note the progress against the approved 2021-22 and 2022-23 Internal Audit plans as detailed in the Internal Audit Update Report; and
- (c) note the progress that had been made with implementing recommendations agreed in Internal Audit reports as outlined in the Internal Audit Update Report.

**The Committee resolved:-**

to approve the recommendations.

### **INTERNAL AUDIT - TRANSFORMATIONAL PROGRAMME - HSCP.23.013**

8. The Committee had before it a report prepared by the Chief Internal Auditor which presented the outcome from the planned audit of the IJB Transformational Programme that was included in the Internal Audit Plan for Aberdeen City Integration Joint Board.

**The report recommended:-**

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

**The Committee resolved:-**

to note the information provided.

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### **INTERNAL AUDIT - DATA SHARING - HSCP.23.014**

9. Members welcomed Alan Bell - Head of Information Governance and Data Protection Officer, NHS Grampian, to the meeting.

The Committee had before it an Internal Audit report prepared by the Chief Internal Auditor regarding IJB Data Sharing, which presented the outcome from the planned audit of the IJB Data Sharing that was included in the Internal Audit Plan for Aberdeen City Integration Joint Board.

The Chief Internal Auditor explained that the objective was to ensure that the IJB had appropriate assurance over the arrangements and procedures for data sharing within its partners. He reported that Aberdeen City, Aberdeenshire and Moray Councils had completed their data sharing reviews, however NHS Grampian and its auditors had not been able to facilitate the work due to commitments of the Information Commissioner's recent review. Nevertheless, it was still the intention to provide an overarching executive summary to be presented to Committee on completion.

Members heard from the Head of Information Governance who responded to questions from Members and undertook to bring a position summary back to RAPC once the Information Commissioner's review was complete.

**The report recommended:-**

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

**The Committee resolved:-**

to note the information provided.

### **QUARTER 3 FINANCIAL MONITORING UPDATE - HSCP.23.017**

10. The Committee had before it the Quarter 3 (2022/23) Financial Monitoring Update 2022/2023 reporting on the revenue budget performance for the services within the remit of the Integration Joint Board (IJB) for quarter 3 (period ended 31 December 2022).

The Chief Financial Officer presented the report and responded to questions from Members regarding primary care services overspend, prescribing and payments to care homes.

**The report recommended:-**

that the Committee:

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- (a) note the report in relation to the IJB budget and the information on areas of risk and management action that were contained therein; and
- (b) approve the budget virements indicated in Appendix F of the report.

### **The Committee resolved:-**

- (i) to instruct the Chief Financial Officer to circulate an update to the Committee following the meeting on 28 February 2023 regarding prescribing; and
- (ii) otherwise approve the recommendations.

### **STRATEGIC PLAN 2022-2025: DELIVERY PLAN QUARTER 3 UPDATE - HSCP.23.015**

11. The Committee had before it the Strategic Plan 2022-2025: Delivery Plan Quarter 3 Update which sought to provide assurance relating to the progress of the Year 1 projects of the Delivery Plan as set out within the Aberdeen City Health and Social Care Partnership (ACHSCP) Strategy Plan for 2022-2025.

Alison MacLeod - Lead for Strategy and Transformation, ACHSCP, introduced the report and responded to questions from Members regarding the data provided. In respect of data reporting, the Strategy and Transformation team agreed to take on board (1) in respect of falls, reporting of 'falls with harm' to provide more meaningful data to the Committee; (2) reporting of context for comparisons with other regions; (3) where appropriate to append Local Outcome Improvement Plan reports where there was a connection, e.g. in terms of Make Every Opportunity Count (MEOC) training; and (4) going forward to consider a deeper dive of a particular programme of projects.

Members praised the new format and BRAG (blue/red/amber/green) reporting status.

### **The report recommended:-**

that the Committee note the Delivery Plan Quarter 3 Update and Dashboard as appended to the report at appendices a and b respectively.

### **The Committee resolved:-**

- (i) to note the suggested additions to reporting; and
- (ii) to otherwise approve the recommendation.

### **DATE OF NEXT MEETING - TUESDAY 2 MAY 2023 AT 10AM**

12. The Committee had before it the dates for future meetings, all at 10am:
- 2 May 2023
  - 13 June 2023
  - 19 September 2023

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- 28 November 2023
- 23 January 2024
- 26 March 2024

**The Board resolved:-**

to note the future meeting dates.

- **COUNCILLOR MARTIN GREIG, Chair**