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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	Delayed/ Deferred or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
2023 Meetings									
6 June 2023									
Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer	HSCP.23.038	Ross Baxter	Chief of Staff	ACHSCP			
Standing Item	Video Presentation	To note the regular video presentation from a choice of partner organisations							
	Bon Accord Care Strategy	To note the Bon Accord Care Strategy	HSCP.23.040	Pamela MacKenzie/ Shona Omand-Smith	Managing Director	Bon Accord Care			
01.12.22	Update on the Governance Arrangements for Hosted Mental Health and Learning Disability Inpatient and Specialist Service	To note the governance arrangements for the Mental Health and Learning Disability (MHL) Inpatient and Specialist Services and the Child and Adolescent Mental Health Service (CAMHS).	HSCP.23.035	Kathryn Kinnear/ Alison MacLeod	Service Manager, RCH	ACHSCP			
09.09.2022	Strategic Risk Register & Revised Risk Appetite Statement	IJB agreed on 11 October 2022 to note that the documents would be reviewed by the IJB as per the Board Assurance and Escalation Framework with an additional review in the first quarter of 2023/24	HSCP.23.039	Martin Allan	Business Lead	ACHSCP			
17.01.2023	Primary Care Improvement Plan (PCIP) Governance	To provide members with an outline of the governance arrangements supporting the Primary Care Improvement Plan.	HSCP.23.041	Jess Anderson	Governance	ACC	Members agreed 25.04.23 to defer until the meeting on 6 June 2023 to allow for a meeting to take place with representatives of the Scottish Government in early May 2023.	D	Further time requested from key stakeholders to consider arrangements and potential improvements to PCIP governance arrangements. Report to be presented to meeting of IJB on 22 August 2023
22 August 2023									
Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer		Ross Baxter	Chief of Staff	ACHSCP			
Standing Item	Video Presentation	To note the regular video presentation from a choice of partner organisations							
	ACHSCP Annual Report	To seek approval of the ACHSCP Annual Report - 22 August 2023 meeting		Alison MacLeod / Amy Richert	Lead Strategy and Performance Manager				
16.08.22	Fast Track Cities	To provide an annual update on the actions against the action plan submitted to the Integration Joint Board (IJB) on 21 January 2020.		Daniela Brawley / Lisa Allerton					Last presented to IJB on 30 August 2022. This is an annual report.
24.08.21	Rosewell House - evaluation and recommendation reports	To note the evaluation and to seek approval of a formal recommendation on the future of Rosewell to allow 4 months to implement the outcomes of the recommendation, ahead of the current direction ceasing in December 2023. Chief Officer to bring a full evaluation report of the service being delivered at Rosewell House to the IJB in March 2023;		Sarah Gibbon/Fiona Mitchelhill	Transformation Team	ACHSCP	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;		Deferred from March 2023 to allow a full year between the interim and final evaluations, giving more time to embed the recommendations from the first evaluation.
25.04.23	Review of Carers' Expenses Policy	To seek approval of the Carers' Expenses Policy as agreed at te IJB on 25 April 2023.		Alison MacLeod	Transformation Team	ACHSCP			
	Neuro Rehab Strategic Review and Implementation Plan	To seek approval of the Strategic Review work and draft Implementation Plan. Outline draft expected end of March 2023, to come to next IJB after that.		Grace Milne/Jason Nicol	Head of Service Specialist Older Adults and Rehabilitation Services		Members agreed on 25.04.23 to defer to the August 2023 IJB due to continuing discussions regarding the scope and direction of the review.		
10 October 2023									
Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer		Ross Baxter	Chief of Staff	ACHSCP			
Standing Item	Video Presentation	To note the regular video presentation from a choice of partner organisations							
Standing Item	Audited Accounts	To seek approval of the Audited Final Accounts for 2022/23.		Paul Mitchell	Chief Finance Officer	ACHSCP	Expected September/October 2023		
26.07.2022	Complex Care Market Position Statement	To seek approval of the Complex Care Market Position Statement. IJB agreed on 11 October 2022 to note that progress on delivery of the Complex Care Market Position Statement would be reported to the Integration Joint Board annually.		Jenny Rae / Kevin Dawson	Strategy and Transformation Team	ACHSCP			

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	Climate Change Project and Reporting	Members agreed on 29 November 2022 to receive an annual progress report on the climate change work.		Sophie Beier	Strategy and Transformation Team	ACHSCP			
23.09.21	Primary Care Improvement Plan Update	Annual update report		Emma King / Sarah Gibbon/Alison Penman		ACHSCP	Update presented to RAPC on 2 May 2023. Members note that the annual PCIP Update report would be presented to the meeting of the Integration Joint Board at its meeting on 10 October 2023.		
5 December 2023									
Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer		Ross Baxter	Chief of Staff	ACHSCP			
Standing Item	Video Presentation	To note the regular video presentation from a choice of partner organisations							
6 February 2024									
Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer		Ross Baxter	Chief of Staff	ACHSCP			
Standing Item	Video Presentation	To note the regular video presentation from a choice of partner organisations							
17.01.2023	Grant Funding	Annual report on to seek approval to direct Aberdeen City Council (ACC) to extend grant funding arrangements.		Shona Omand-Smith	Commissioning Lead	ACHSCP			
31.01.2023	Carers' Strategy	To provide an update and annual review of the strategy approved by IJB on 31 January 2023. Members agreed on 31.01.23 to instruct the Chief Officer of the IJB to report back on progress with the Carer Strategy and Action Plan annually.		Stuart Lamberton	Strategy and Transformation Team	ACHSCP			
Standing Item	Annual Procurement Workplan 2024/2025	To present the Annual Procurement Work Plan for 2024/25 for expenditure on social care services, together with the associated procurement Business Cases, for approval.		Neil Stephenson	Procurement Lead	ACC			
07.02.2023	Annual Grants Workplan 2024/25	To seek approval of the grant funding for 2024/25.		Shona Omand-Smith	Commissioning	ACHSCP			
31.01.2023	Report on test of change at Sport Aberdeen's new facility in Northfield	On 31.01.2023 members heard that ACHSCP was looking to work with Sport Aberdeen with a test of change at Sport Aberdeen's new facility in Northfield, where the initiative created a health and social care community hub called Get Active @Northfield which included access to community space it was hoped to support local people to continue to improve their health through sustained physical activity. Members would receive an update on the project and its outcomes towards the end of 2023.		Alison McLeod	Strategy and Transformation Team	ACHSCP			
26 March 2024 (Budget)									
Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer		Ross Baxter	Chief of Staff	ACHSCP			
Standing Item	Video Presentation	To note the regular video presentation from a choice of partner organisations							
	IJB Budget	To approve the Budget.		Paul Mitchell	Chief Finance Officer	ACHSCP			
TBC Future Meetings									
29.11.2022	Marywell Service Redesign Business case	Members agreed on 29 November 2022 to instruct the Chief Officer to report to the Integrated Joint Board on the next phase of the redesign of the Marywell Service, with a Business Case to outline the future provision of services within 18 months		Susie Downie / Emma King / Teresa Waugh	Primary Care Leads	ACHSCP	Expected April/May/June 2024		
Standing Item	Equalities and Equalities Outcomes	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. <i>At IJB on 25 May 2021 Members resolved to instruct the Chief Officer, ACHSCP to</i>		Alison Macleod	Lead Strategy and Performance Manager	ACHSCP	Expected April 2024		
04.11.2022	IJB Scheme of Governance Annual Review	To seek approval of the revised Scheme of Governance. Considered at IJB on 7 June 2022 and 25 April 2023- this is an annual review.		Jess Anderson/John Forsyth/Vicki Johnstone	Legal ACC	ACHSCP	Expected Spring 2024		
Standing Item	Annual Resilience report - Inclusion of Integration Joint Boards as Category 1 Responders under Civil Contingency Act 2004	To provide information of the inclusion of IJB's as Category 1 Responders, in terms of the Civil Contingencies Act 2004 and an outline of the requirements that this inclusion involves. Annual report, last considered at IJB on 25 April 2023..		Martin Allan	Business Lead	ACHSCP	Expected Spring 2024		

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50	25.04.2023	Supplementary Procurement Work Plan (Social Care) for 2024/25	To seek approval for the Supplementary Procurement Work Plan for 2024/25 for expenditure on social care services, together with the associated procurement Business Case.		Neil Stephenson	Strategic Procurement	ACHSCP	Expected Spring 2024		
51	25.04.2023	Creating Hope Together: Scotland's Suicide Prevention Strategy and Action Plan	To note the annual update on the national Suicide Prevention Strategy & Action Plan presented to IJB on 25 April 2023. Members instructed the Chief Officer to provide an update on progress annually to the Integration Joint Board		Kevin Dawson / Jennifer Campbell	Strategy and Transformation Team	ACHSCP			
52	25.05.2021	Community Nursing Digitalisation	On 25 April 2023 IJB agreed - to instruct the Chief Officer, ACHSCP to present a one-year update report on the progress of the project (HSCP.23.022)		Michelle Grant / Craig Farquhar	Chief Officer	ACHSCP	Expected Spring 2024		
53	30.11.22	Biennial Progress report on delivery of our Equality Outcomes and Mainstreaming Framework	To approve publication and submission of the report to the Equality and Human Rights Commission This is a statutory obligation to report on progress every two years after approval; reported in May 2021 and April 2023 (HSCP.23.024)		Alison Macleod	Strategy and Transformation Team	ACHSCP	Expected Spring 2025		