

	A	B	C	D	E	F	G	H	I	J
1	<b>RISK and AUDIT PERFORMANCE COMMITTEE BUSINESS PLANNER</b>									
2	<b>The 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.</b>									
3	Date Created	Report Title	Minute Reference/Committee Decision or Purpose of Report	Report Number	Report Author	Lead Officer / Business Area	Directorate	Update/Status	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
4	<b>13 June 2023</b>									
5	Standing Item	Internal Audit Reports - Annual Report & IJB Performance Management Reporting	Assurance that services are operating effectively	HSCP.23.044	Jamie Dale	Chief Internal Auditor	Governance	Reports presented to RAPC on 23 June 2022 - this is an annual requirement so a date in June 2023 should be identified.		
6	Standing Item	Review of Financial Governance	To provide assurance on Governance Environment annual report. Last RAPC was 26 April 2022.	HSCP.23.042	Paul Mitchell	Chief Finance Officer	ACHSCP	Several links and references to the full financial year & the MTF. Move this report to post year-end and take it to the RAPC on 2 May 2023; deferred to June meeting.		
7		Quarter 4 (2022/23) Financial Monitoring Update	To summarise the 2022/2023 revenue budget performance for the services within the remit of the IJB for quarter 4 ; To advise on any areas of risk and management action relating to the revenue budget performance of the IJB services; and approve the budget virements.	HSCP.23.043	Paul Mitchell	Chief Finance Officer	ACHSCP			
8		Strategic Risk Register	To seek approval of the Bi-Annual report	HSCP.23.045	Martin Allan	Business Manager	ACHSCP	Deferred to June as author still meeting with the risk owners ahead of the report going to IJB in June, so the same information will go to the RAP Cttee and IJ Board.		
9		Review of Duties and Year End Report - Annual Review of RAPC	To present a review of reporting for 2022/23 and an early draft intended schedule of reporting for 2023/24 to provide assurance that the Committee is fulfilling all the duties as set out in its terms of reference.	HSCP.23.031	Alison Macleod	Strategy and Transformation Team	ACHSCP			
10	01.03.22	CAMHS Update: Mental Welfare Commission - Young People Monitoring Report 2020-21	To provide updates (1) following the publication of the 2021-22 Mental Welfare Commission Young People's Monitoring Report, due in October 2022; and (2) to update with specifics regarding gaps in services, actions and target timescales	HSCP.23.046	Judith McLenan / Amanda Farquharson		NHSG	Amanda Farquharson advises there is no update to the report approved in June 2022 as they are awaiting the Children and Young Person Mental Welfare Commission report to be published. Deferred from November 2022. Update February 2023 - data further delayed.		
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.		Kevin Toshney/ Claire Wilson / Lesley Simpson / Liz Cameron	Chief Social Work Officer	ACHSCP	Annual Report. Approved by RAPC on 23 June 2022, therefore meeting date in June 2023 to be decided for next consideration.	D	Request to defer to RAPC in September 2023 due to workload pressures.

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3	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		D	Simon Rayner advises: The Navigator service only went live in August 2022 due to the service getting set up and recruitment etc. We have 6 months of initial data but not the qualitative work yet or feedback from service users or HSCP staff. This will be issued as a Service Update. Request to defer report to November 2023.
12	<b>19 September 2023</b>									
13										
14	Standing Item	Whistleblowing Updates	Quarterly update		Martin Allan	Business Manager				
15		Locality Plans	To note the update - At IJB on 30 August 2022, members instructed the Chief Officer to report to the Risk, Audit and Performance committee in 12 months with an update on locality planning		Alison Macleod / Chris Smilie	Lead Strategy and Performance Manager	ACHSCP			
16		ASP Inspection Report	To note the progress update regarding Next Step following the ASP Inspection published in April 2022.		Claire Wilson	Lead for Social Work				
17	30.11.2022	Quarterly Performance Reports against the Delivery Plan	To note the position.		Alison Macleod	Strategy and Transformation Team	ACHSCP			
18	02.05.23	Mental Health/LD Portfolio Board	On 2 May 2023, Members instructed the Strategy and Transformation Lead to provide a report to the Committee in June 2023 in respect of the Mental Health/LD Portfolio Board and its progress.		Alison Macleod	Strategy and Transformation Team	ACHSCP	Moved from June to align with quarter end reporting.		
19	02.05.23	Frailty Pathway Performance	On 2 May 2023, Members instructed the Strategy and Transformation Lead to provide a report to the Committee in respect of the Frailty Pathway Performance.		Alison Macleod	Strategy and Transformation Team	ACHSCP	Moved from June to align with quarter end reporting.		
20	<b>28 November 2023</b>									
21	Standing Item	Directions Tracker	6 monthly reporting							
22		IJB Annual Performance Report				Strategy and Transformation Team				
23	Standing Item	Internal Audit Update Report	To provide assurance that services are operating effectively and to note the update on the work of Internal Audit.		Jamie Dale	Chief Internal Auditor	Governance			
24	30.11.22	Quarterly Performance Reports against the Delivery Plan (TBC November 2023 or March 2024)	To note the position.		Alison Macleod	Strategy and Transformation Team				

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	Standing Item	Financial Regulations Review	To approve the revised Financial Regulations. Last reviewed 17 November 2022.		Paul Mitchell	Chief Finance Officer	ACHSCP			
25										
		Workforce Plan	Members agreed at IJB in November 2022 to instruct the Chief Officer to report progress annually to the Risk, Audit, and Performance Committee.		Sandra MacLeod	Chief Officer	ACHSCP			
26										
	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.  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).		Alison Macleod	Lead Strategy and Performance Manager	ACHSCP	Expected to IJB in April 2024.		
27										
28	<b>23 January 2024</b>									
29	Standing Item	Whistleblowing Updates	Quarterly update		Martin Allan	Business Manager	ACHSCP			
30	30.11.22	Quarterly Performance Reports against the Delivery Plan (TBC November 2023 or March 2024)	To note the position.		Alison Macleod	Strategy and Transformation Team				
31	Standing Item	Board Assurance and Escalation Framework (BAEF)	To note the Framework (reviewed by the Committee on an annual basis as per resolution on 26.08.2020)		Martin Allan	Business Manager	ACHSCP			
32		Internal Audit Plan 2023-26	To seek approval of the Internal Audit Plan for the Aberdeen City Integration Joint Board for 2023-26	HSCP.23.016	Jamie Dale	Chief Internal Auditor	Governance			
33	<b>2 April 2024</b>									
34	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.  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).		Alison Macleod	Lead Strategy and Performance Manager	ACHSCP	Went to RAPC on 01/03/22 and to IJB on 30 August 2022.		
35		Annual Review of RAPC			Paul Mitchell / Amy Richert	Chief Finance Officer	ACHSCP		T	As 2023
36		Approval of Unaudited Accounts			Paul Mitchell	Chief Finance Officer	ACHSCP		T	As 2023

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37	Standing Item	External Audit Strategy 2023/24	To provide a summary of the work plan for Audit Scotland's 2022/23 external audit of Aberdeen City Integration Joint Board (JB).		Anne MacDonald	Audit Scotland	Audit Scotland	2022/23 Strategy considered at April 2023 RAPC.		