

	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>19 September 2023</b>									
5		Adult Support and Protection Inspection Report Update	To note the progress update regarding Next Steps following the ASP Inspection published in April 2022.	HSCP23.061	Claire Wilson / Val Vertigans	Lead for Social Work				
6	29.08.2023	Internal Audit Update Report	To provide an update on Internal Audit's work since the last update. Details are provided of the progress against the approved Internal Audit plans, audit recommendations follow up, and other relevant matters for the RAPC to be aware of.	HSCP23.065	Jamie Dale	Internal Audit				
7	29.08.2023	Internal Audit Report – Adults with Incapacity	To present the outcome from the planned audit of Adults with Incapacity that was included in the Internal Audit Plan.	HSCP23.066	Jamie Dale	Internal Audit				
8	22.08.23	Quarter 1 (2023/24) Financial Monitoring Update	To summarise the revenue budget performance to 30 June 2023 for the services within the remit of the IJB, to advise on any areas of risk and management mitigating action and to approve the budget virements so that budgets more closely align to anticipated income and expenditure.	HSCP23.063	Paul Mitchell	Chief Finance Officer	ACHSCP			
9		Locality Planning Annual Reports	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	HSCP23.060	Alison Macleod / Iain Robertson	Lead Strategy and Performance Manager	ACHSCP			
10	30.11.2022	Quarterly Performance Reports against the Delivery Plan	To note the position.	HSCP23.062	Alison Macleod	Strategy and Transformation Team	ACHSCP			

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11	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.	N/A	Alison Macleod	Strategy and Transformation Team	ACHSCP		T	As part of the quarterly performance reporting a deeper dive was agreed on this programme within the Delivery Plan. When the quarterly report is presented, this programme will be incorporated into it in the form of presentations followed by opportunity for Q&A.
12	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.	N/A	Alison Macleod	Strategy and Transformation Team	ACHSCP		T	As part of the quarterly performance reporting a deeper dive was agreed on this programme within the Delivery Plan. When the quarterly report is presented, this programme will be incorporated into it in the form of presentations followed by opportunity for Q&A.
13	22.06.2021	Justice Social Work Delivery Plan update 2022-23	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.	HSCP23.064	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. Members agreed on 13 June 2023 to defer to RAPC in September 2023 due to workload pressures.		
14	22.06.2021	Justice Social Work Performance 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.		Liz Cameron	Chief Social Work Officer	ACHSCP	Request for deferral to November 2023: The annual Scottish Government return is being worked on and is due at the end of October. When commencing the work for this report and indeed our own performance report, there have been some anomalies with the data which we are investigating. This would result in only partial data being able to be presented to the Committee. I would like to enquire with your permission that we delay the performance report until the following committee to enable the whole suite of data to be available.	D	
15	Standing Item	Whistleblowing Updates	Quarterly update		Martin Allan	Business Manager			R	There are no reported incidents.
16	<b>28 November 2023</b>									
17	Standing Item	Directions Tracker	6 monthly reporting							
18		IJB Annual Performance Report			Alison Macleod	Strategy and Transformation Team				
19	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			

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20	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				
21	Standing Item	Financial Regulations Review	To approve the revised Financial Regulations. Last reviewed 17 November 2022.		Paul Mitchell	Chief Finance Officer	ACHSCP			
22		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			
23	01.08.22	Strategic Risk Register			Martin Allan	Business Manager	ACHSCP			
24	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.		
25	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	Simon Rayner advised: 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. Members agreed on 13 June 2023 to defer report to November 2023.		
26	<b>23 January 2024</b>									
27	Standing Item	Whistleblowing Updates	Quarterly update		Martin Allan	Business Manager	ACHSCP			
28	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				
29	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			
30		Internal Audit Plan 2023-26	To seek approval of the Internal Audit Plan for the Aberdeen City Integration Joint Board for 2023-26		Jamie Dale	Chief Internal Auditor	Governance			
31	<b>2 April 2024</b>									



