



Risk, Audit and Performance Committee

Minute of Meeting

**Tuesday, 19 September 2023
10.00 am Virtual - Remote Meeting**

ABERDEEN, 19 September 2023. Minute of Meeting of the RISK, AUDIT AND PERFORMANCE COMMITTEE. Present:- Councillor Martin Greig Chairperson; and Councillor John Cooke, June Brown (from article 8), Hussein Patwa, Jamie Dale, Anne MacDonald, Alison MacLeod and Paul Mitchell.

Also in attendance: Jess Anderson, Elizabeth Cameron, Kimberly Craik (from article 10), Calum Leask (from article 9), Jade Leyden, Judith McLenan (from article 10), Bukola Oyedele, Ally Palin, Amy Richert, Iain Robertson, Val Vertigans, Julie Warrender and Claire Wilson.

Apologies: 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 OR TRANSPARENCY STATEMENTS

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

The Committee resolved:-

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

EXEMPT BUSINESS

2. There was no exempt business.

MINUTE OF PREVIOUS MEETING OF 13 JUNE 2023

3. The Committee had before it the minute of its previous meeting of 13 June 2023, 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 planner of committee business, as prepared by the Chief Finance Officer.

The Committee resolved:-

- (i) to note the reasons outlined by the Chief Finance Officer for the deferral and confirmed dates in respect of items 20 and 28 (Quarterly Performance Reports against the Delivery Plan) and transfer of item 32 (Equalities and Equalities Outcomes) to the IJB in April 2024; and
- (ii) to otherwise note the Planner.

ADULT SUPPORT AND PROTECTION INSPECTION REPORT 2022 - UPDATE - HSCP.23.061

5. The Committee had before it an update prepared by the Lead Strategic Officer - Adult Public Protection, in respect of progress regarding Next Steps following the Joint Inspection of Adult Support and Protection in Aberdeen.

The report recommended:-

that the Committee note the update provided which gave assurance regarding the Next Steps following the inspection of ASP in Aberdeen published in June 2022.

The Committee resolved:-

to agree the recommendation.

INTERNAL AUDIT UPDATE REPORT - HSCP.23.065

6. The Committee had before it a report prepared by the Chief Internal Auditor providing an update on Internal Audit's work since the last update. Details were 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.

The report recommended:-

that the Committee:

- (a) note the contents of the RAPC - Internal Audit Update Report September 2023 ("the Internal Audit Update Report"), as appended at Appendix A, and the work of Internal Audit since the last update;
- (b) note the progress against the approved 2022/23 and 2023/24 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.

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The Committee resolved:-

to agree the recommendations.

INTERNAL AUDIT REPORT – ADULTS WITH INCAPACITY - HSCP.23.066

7. The Committee had before it a report prepared by the Chief Internal Auditor presenting the outcome from the planned audit of Adults with Incapacity that was included in the Internal Audit Plan.

The report recommended:-

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

The Committee resolved:-

to note the report.

QUARTER 1 (2023/24) FINANCIAL MONITORING UPDATE - PERIOD ENDED 30 JUNE 2023 - HSCP.23.063

8. The Committee had before it a report prepared by the Chief Finance Officer summarising the revenue budget performance to 30 June 2023 for the services within the remit of the Integration Joint Board (IJB), advising on any areas of risk and management mitigating action and seeking approval of the budget virements so that budgets more closely aligned to anticipated income and expenditure.

The report recommended:-

that the Committee:

- (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 E of the report.

The Committee resolved:-

- (i) to instruct the Chief Finance Officer, in conjunction with the Primary Care Prescribing Group, to provide an analysis by way of a Service Update of the variation in respect of the forecast overspend for prescribing; and
- (ii) to otherwise agree the recommendations.

LOCALITY PLANNING ANNUAL REPORTS AND PRESENTATION - HSCP.23.060

9. The Committee had before it the 2022-23 Locality Plans in respect of the three locality areas in Central, North and South of the city, prepared by the Transformation

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Programme Manager and Community Development Manager who provided a summary presentation.

The report recommended:-

that the Committee:

- (a) approve the 2022-23 annual reports attached as Appendices 1,2 and 3 of the report;
- (b) instruct the Lead Officer to submit the 2023-24 Locality Planning Annual Reports to the Committee in September 2024;
- (c) note that new Locality Plans would be prepared during the refresh of the Local Outcome Improvement Plan during 2023-24 in a collaborative way with the Locality Empowerment Groups (LEGs) and Priority Neighbourhood Partnerships (PNPs); and
- (d) note the Committee would continue to receive regular updates on locality planning through its regular Performance Report.

The Committee resolved:-

to agree the recommendations.

QUARTERLY PERFORMANCE REPORTS AGAINST THE DELIVERY PLAN - HSCP.23.062

10. The Committee had before it a report prepared by the Senior Project Manager to provide assurance in respect of the progress of the Delivery Plan as set out within the Aberdeen City Health and Social Care Partnership (ACHSCP) Strategy Plan 2022-2025.

The report recommended:-

that the Committee note the Delivery Plan Quarter 1 Summary, the Tracker and Dashboard as appended to the report.

The Committee resolved:-

- (i) to note the information provided in the 'deeper dives' in respect of Mental Health and Learning Disabilities and the Frailty Pathway; and
- (ii) to otherwise agree the recommendation.

JUSTICE SOCIAL WORK DELIVERY PLAN UPDATE 2022-23 - HSCP.23.064

11. The Committee had before it a report prepared by the Service Manager presenting the updated Justice Social Work Delivery Plan at August 2023.

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The report recommended:-

that the Committee note the update provided in respect of the Delivery Plan 2022-23.

The Committee resolved:-

to agree the recommendation.

DATE OF NEXT MEETING - 28 NOVEMBER 2023

12. The Committee had before it the date of the next meeting: Tuesday 28 November 2023 at 10am.

The Committee resolved:-

to note the date of the next meeting.

- **COUNCILLOR MARTIN GREIG, Chair**.