

	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>28 November 2023</b>									
5	Standing Item	Directions Tracker	To present the six-monthly update on the status of Directions made by the Integration Joint Board (IJB) to Aberdeen City Council (ACC) and NHS Grampian (NHSG).	HSCP.23.086	Alison MacLeod	Strategy and Transformation Team	ACHSCP			
6		Quarter 2 Delivery Plan Update	To provide assurance and relates to the progress of the Delivery Plan as set out within the Aberdeen City Health and Social Care Partnership (ACHSCP) Strategy Plan 2022-2025.	HSCP.23.084	Alison Macleod	Strategy and Transformation Team	ACHSCP			
7	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.	HSCP.23.081	Jamie Dale	Chief Internal Auditor	Governance			
8		Internal Audit Report – Care Management System	To present the outcome from the planned audit of the Care Management System that was included in the Internal Audit Plan.	HSCP.23.082	Jamie Dale	Chief Internal Auditor	Governance			
9	15.11.23	Internal Audit Report - IJB Complaints Handling	To present the outcome from the planned audit of the IJB Complaints Handling that was included in the Internal Audit Plan. At RAPC pre agenda on 15 November 2023, Andrew Johnston advised that this report would be ready for RAPC on 28 November 2023 and requested that it be added to the Planner.	HSCP.23.093	Jamie Dale	Chief Internal Auditor	Governance			
10		Workforce Plan Annual Update Report	To provide an overview of the current workforce and the progress made against the Workforce Plan Priorities - Members agreed at IJB in November 2022 to instruct the Chief Officer to report progress annually to the Risk, Audit, and Performance Committee.	HSCP23.080	Stuart Lamberton / Grace Milne	Chief Officer	ACHSCP			
11	02.05.23	Primary Care Improvement Plan (Update)	Six monthly update regarding progress implementing the Primary Care Improvement Plan . Last reported 2 May 2023.	HSCP23.079	Alison Penman	Susie Downie	ACHSCP			
12	01.08.22	Strategic Risk Register	To present an updated version of the Integrated Joint Board's (IJB) Strategic Risk register, following the deep dive undertaken in October on Risks 1 and 7.	HSCP23.083	Martin Allan	Business Manager	ACHSCP			
13	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.	HSCP23.085	Liz Cameron	Chief Social Work Officer	ACHSCP			

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14	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)	HSCP23.088	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.	D	Further deferral requested.
15	Standing Item	Financial Regulations Review	To approve the revised Financial Regulations. Last reviewed 17 November 2022.		Paul Mitchell	Chief Finance Officer	ACHSCP		T	The CFO has been tasked to merge all Governance papers into one report. The Financial Regulations have been reviewed and no changes are required. It is therefore suggested that these be added and merged with the Review of Financial Governance report due in June 2024.
16	24 January 2024 (NOTE change of date from 23rd to 24th)									
17	Standing Item	Whistleblowing Updates	Quarterly update		Martin Allan	Business Manager	ACHSCP			
18	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			
19		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			
20	2 April 2024									
21		Annual Review of RAPC			Paul Mitchell / Amy Richert	Chief Finance Officer	ACHSCP		T	As 2023
22		Approval of Unaudited Accounts			Paul Mitchell	Chief Finance Officer	ACHSCP		T	As 2023
23	30.11.22	Quarterly Performance Reports against the Delivery Plan	To note the position.		Alison Macleod	Strategy and Transformation Team				
24	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 (IJB).		Anne MacDonald	Audit Scotland	Audit Scotland	2022/23 Strategy considered at April 2023 RAPC.		
25	07.09.23	Strategic Risk Register			Martin Allan	Business and Resilience Manager	ACHSCP			
26	4 June 2024									
27	Standing Item	Internal Audit Reports - Annual Report & IJB Performance Management Reporting	Assurance that services are operating effectively		Jamie Dale	Chief Internal Auditor	Governance	Reports presented to RAPC on 13 June 2023 - this is an annual requirement so a date in June 2024 should be identified.		
28	13.06.2023	Local update on the full Mental Welfare Commission report.	Members agreed on 13 June 2023 to instruct the Lead for Mental Health and Learning Disability Inpatient Services, Specialist Services and CAMHS to bring a report back to Committee in 12 months' time in order to provide a local update on the full Mental Welfare Commission report.		Judith McLenan / Amanda Farquharson	CAMHS	NHSG	Expected June 2024		

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29	30.11.22	Quarterly Performance Reports against the Delivery Plan	To note the position.		Alison Macleod	Strategy and Transformation Team		May or June 2024		
30	Standing Item	Directions Tracker	6 monthly reporting		Alison MacLeod	Strategy and Transformation Team				
31	Standing Item	Review of Financial Governance	To provide assurance on Governance Environment annual report. Last RAPC was 13 June 2023.		Paul Mitchell	Chief Finance Officer	ACHSCP			
32	<b>10 September 2024</b>									
33	19.09.2023	Locality Planning Annual Reports	To note the update - At IJB on 19 September 2023, members instructed the Lead Officer to submit the 2023-24 Locality Planning Annual Reports to the Committee in September 2024.	HSCP23.060	Alison Macleod / Iain Robertson	Lead Strategy and Performance Manager	ACHSCP	Sep-24		
34		Quarter 4 (2023/24) Financial Monitoring Update	To summarise the 2023/2024 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.		Paul Mitchell	Chief Finance Officer	ACHSCP			
35		Review of Duties and Year End Report - Annual Review of RAPC	To present a review of reporting for 2023/24 and an early draft intended schedule of reporting for 2024/25 to provide assurance that the Committee is fulfilling all the duties as set out in its terms of reference.		Alison Macleod	Strategy and Transformation Team	ACHSCP			
36	<b>3 December 2024</b>									
37	07.09.23	Strategic Risk Register			Martin Allan	Business and Resilience Manager	ACHSCP	Expected approx. November 2024		
38	19.09.2023	Justice Social Work Delivery Plan update 2023-24	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. reported on 19.09.2023.		Kevin Toshney/ Claire Wilson / Lesley Simpson / Liz Cameron	Chief Social Work Officer	ACHSCP			
39	<b>TBC</b>									

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40	04.09.2023	Staff sickness/absence rates at Royal Cornhill Hospital'	Referred from CCG on 15 August 2023 - that with reference to the decision at the previous meeting in April, specifically "that sickness absence rates, including the reasons for absence and whether they were work related and short, medium or long term be included within the update report to be submitted to the next meeting", that this would be reported via the Risk Audit and Performance Committee and/or the IJB		Judith McLenan	CAMHS	NHSG	Timeframe to be discussed	R	At RAPC pre agenda on 15 November 2023, it was agreed that this report would be incorporated into the Workforce Plan being reported to RAPC on 28 November 2023.