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<b>INTEGRATION JOINT BOARD BUSINESS PLANNER -</b> 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
<b>2023 Meetings</b>									
<b>5 December 2023</b>									
5	Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer	HSCP.23.089	Roz Harper	Sandra Macleod	ACHSCP		
6	Standing Item	Video Presentation: ACHSCP Recruitment	To note the regular video presentation from a choice of partner organisations		Stuart Lamberton / Grace Milne	Alison MacLeod, Strategy and Transformation	ACHSCP		
7	17.11.2023	Recruitment and Selection of Chief Officer	To approve the proposed approach to recruiting a replacement for the outgoing Chief Officer of the IJB, and a number of recommendations relating to the job profile for the role, the recruitment selection process and the constitution of an appointment panel for the final selection panel interview.	HSCP.23.094	Lesley Strachan	Lindsay McInnes	ACC		
8	01.11.2023	Chief Social Work Officer's Report	To inform Members of the role and responsibilities exercised by the Chief Social Work Officer; to provide information on the delivery of statutory social work services and decision making in the period; and to give a progress report on key areas of social work provision within Aberdeen City.	HSCP.23.091	Graeme Simpson	Eleanor Sheppard	ACC		
9	21.11.2023	Quarter 2 Financial Monitoring Report	To summarise the revenue budget performance to 30 September 2023 for the services within the remit of the IJB; to advise on areas of risk and management mitigating action; and to seek approval of the budget virements so that budgets more closely align to anticipated income and expenditure.	HSCP.23.095	Paul Mitchell	Chief Finance Officer	ACHSCP		
10	28.09.23	Aberdeen City Vaccination Centre - Priority Intervention Hub	To seek approval for ongoing Lease of Bon Accord Unit for the Priority Intervention Hub.	HSCP.23.090	Caroline Anderson	Sandy Reid	ACHSCP/ ACVC		
11	Standing Item	Audited Accounts	To seek approval of the Audited Final Accounts for 2022/23.	HSCP.23.092	Paul Mitchell	Chief Finance Officer	ACHSCP	D	External Auditor advised 12 September 2023 that the accounts have not yet been audited; therefore request to be deferred to 6 February 2023.
12	26.07.2022	Complex Care Market Position Statement	To provide an update on implementation of the Complex Care Market Position Statement to date and seek approval of the Complex Care Business case and associated funding, as discussed at the Topic Specific Seminar in November 2023. 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	ACHSCP	D	Approval requested to defer this paper to the meeting on 6 February 2024 to enable an update to be provided on the proposal for the development of a new complex care facility in Aberdeen. It is anticipated that the business case for the facility will be considered at ACC Finance and Resources Committee in November 2023. This item was the subject of a Topic Specific Seminar on 7 November 2023.
<b>2024 Meetings</b>									
<b>6 February 2024</b>									
15	Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer		Roz Harper	Sandra Macleod	ACHSCP		
16	Standing Item	Video Presentation	To note the regular video presentation from a choice of partner organisations						
17	18.09.23	General Practice Update	To update members on the development of a vision for Primary Care in Grampian.		Fraser Bell	Sandra Macleod	ACHSCP		
18	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	Alison MacLeod	ACHSCP		
19	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 and Grant funding arrangements, for approval.		Neil Stephenson / Shona Omand-Smith	Sandra MacLeod	ACC		
20	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	Alison MacLeod	ACHSCP		
21	03.11.23	Drug Checking Facilities in Aberdeen	At ACC Full Council on 3 November 2023, a Notice of Motion from Councillor Cooke in respect of drug-checking facilities in Aberdeen agreed: to instruct the Chief Officer - Health and Social Care Partnership to report to the Aberdeen City Integration Joint Board by March 2024 on the progress of those discussions [with respect to delivering a drug-checking pilot in Aberdeen] with partner agencies, the Scottish Government and Home Office.		Simon Rayner	Kevin Dawson	ACHSCP		

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12.11.23	Implementation of a Community Electronic Patient Record in Grampian (Morse)	To seek approval of a Business Case to continue the implementation of Morse within ACHSCP.		Michelle Grant	Alison Macleod	ACHSCP			
25.04.2023	Social Care Annual Procurement Workplan for 2024/25	To seek approval for the Procurement Work Plan for 2024/25 for expenditure on social care services, together with the associated procurement Business Case.		Neil Stephenson	Sandra Macleod	ACHSCP		R	Remove as a duplicate of line 17 Annual Procurement Workplan 2024/2025
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	Sandra Macleod	ACHSCP		R	Remove as consolidated into line 17 Annual Procurement Workplan 2024/2025
07.02.2023	Annual Grants Workplan 2024/25	To seek approval of the grant funding for 2024/25.		Shona Omand-Smith	Sandra Macleod	ACHSCP		R	Remove as a duplicate and consolidated into line 17 Annual Procurement Workplan 2024/2025
<b>26 March 2024 (Budget)</b>									
Standing Item	IJB Budget - Medium Term Financial Framework	To approve the Budget.		Paul Mitchell	Paul Mitchell	ACHSCP			
<b>7 May 2024</b>									
Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer		Roz Harper	Sandra Macleod	ACHSCP			
Standing Item	Video Presentation	To note the regular video presentation from a choice of partner organisations							
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 / Clair Ross / Simon Rayner	Emma King and Kevin Dawson	ACHSCP			
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.		Alison Macleod	Alison MacLeod	ACHSCP			
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. On 22 August 2023 members agreed to instruct the Chief Officer to ensure the IJB Carers and Service Users Representatives Expenses Policy was reviewed annually as part of the review of the Scheme of Governance		Jess Anderson/John Forsyth/Vicki Johnstone Alison MacLeod (Carers' expenses)	Jenni Lawson	ACHSCP			
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	Martin Allan	ACHSCP			
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	Alison MacLeod and Kevin Dawson	ACHSCP			
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	Alison MacLeod, Strategy and Transformation	ACHSCP		D	On 14 November 2023 from Michelle Grant: request to be deferred on the basis that we will have a period of evaluation as part of the Grampian - wide implementation.
<b>9 July 2024</b>									
Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer		Roz Harper	Sandra Macleod	ACHSCP			
Standing Item	Video Presentation	To note the regular video presentation from a choice of partner organisations							
22.08.2023	Memorandum of Understanding with Public Health Scotland	To instruct the Chief Officer to provide a progress report on the strategic partnership agreement at a meeting of the Integration Joint Board in 2024 (agreed on 22 August 2023).		Fraser Bell	Sandra Macleod	ACHSCP	Check with Fraser Bell if July or September 2024		
<b>24 September 2024</b>									
Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer		Roz Harper	Sandra Macleod	ACHSCP			
Standing Item	Video Presentation	To note the regular video presentation from a choice of partner organisations							

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	ACHSCP Annual Report	To seek approval of the ACHSCP Annual Report		Alison MacLeod / Amy Richert	Alison MacLeod	ACHSCP	Last presented August 2023		
07.09.23	Strategic Risk Register	To present an updated version of the Integrated Joint Board's (IJB) Strategic Risk register.		Martin Allan	Martin Allan	ACHSCP	Expected approx. August 2024		
10.10.23	Strategic Review of Neuro Rehabilitation Pathway - Phase 1 Evaluation	On 10 October 2023 IJB agreed to instruct the Chief Officer to report an evaluation of Phase 1 to the Integration Joint Board in August 2024 before Phase 2 commences.		Tracey MacMillan/ Lynn Morrison/ Jason Nicol	Lynn Morrison	ACHSCP	Aug-24		
<b>19 November 2024</b>									
Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer		Roz Harper	Sandra Macleod	ACHSCP			
Standing Item	Video Presentation	To note the regular video presentation from a choice of partner organisations							
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. This is an annual report. Presented to IJB on 30 August 2022 and 10 October 2023.		Daniela Brawley / Lisa Allerton	Sandy Reid				
23.09.21	Primary Care Improvement Plan Update	Annual update report. HSCP.23.070 reported to IJB on 10 October 2023.		Emma King / Alison Penman	Emma King	ACHSCP			
	Health and Social Care Partnership Meeting Dates 2025-26	To seek approval of the Integration Joint Board (IJB), Risk Audit and Performance Committee (RAPC) and Clinical and Care Governance Committee (CCGC) meeting dates for 2025-26.		Emma Robertson	Jenni Lawson	ACC			
29.11.22	Climate Change Project and Reporting	To seek approval for the submission of the attached climate change report to the Scottish Government.		Sophie Beier	Alison MacLeod	ACHSCP	Check with Sophie Beier if 24 September or 19 November 2024 is preferred date to report.		
<b>4 February 2025</b>									
Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer		Roz Harper	Sandra Macleod	ACHSCP			
Standing Item	Video Presentation	To note the regular video presentation from a choice of partner organisations							
<b>18 March 2025 (Budget)</b>									
	IJB Budget - Medium Term Financial Framework	To approve the Budget.		Paul Mitchell	Paul Mitchell	ACHSCP			
<b>2025 and dates TBC</b>									
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	Alison MacLeod	ACHSCP	Expected Spring 2025		
22.08.23	Rosewell House - Evaluation	On 22 August 2023 IJB agreed: (1) to approve an extension of the integrated facility at Rosewell House to 31 December 2025; and (2) Request a further report to be brought in Summer 2025 to determine the future direction of Rosewell House with consideration given to the next iteration of the Partnership's Strategic Plan.		Calum Leask / Fiona Mitchelhill	Alison MacLeod and Fiona Mitchelhill	ACHSCP	Summer 2025		