



## **Risk, Audit and Performance Committee**

### **Minute of Meeting**

**Tuesday, 2 April 2024  
10.00 am Virtual - Remote Meeting**

ABERDEEN, 2 April 2024. Minute of Meeting of the RISK, AUDIT AND PERFORMANCE COMMITTEE. Present:- Councillor Martin Greig Chairperson; and June Brown, Councillor John Cooke, Hussein Patwa, Jamie Dale, Anne MacDonald (Audit Scotland), Alison MacLeod, Paul Mitchell and Michael Oliphant (Audit Scotland).

Also in attendance: Martin Allan, John Forsyth, Graham Lawther (from article 6) and Calum Leask.

Apologies: Sandy Reid.

**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 28 NOVEMBER 2023**

3. The Committee had before it the minute of its previous meeting of 28 November 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 that the Chief Finance Officer would discuss with the report author the reason for the removal of item 13 (Navigator Project) and provide an update to members promptly; and
- (ii) to otherwise note the Planner.

**BOARD ASSURANCE AND ESCALATION FRAMEWORK - HSCP.24.017**

5. The Committee had before it the annual review of the Integration Joint Board's Board Assurance and Escalation Framework (BAEF) prepared by the Business and Resilience Manager.

**The report recommended:-**

that the Committee:

- (a) approve the revised Board Assurance and Escalation Framework (BAEF) as attached at Appendix A of the report; and
- (b) agree that the Framework continue to be reviewed annually by RAPC.

**The Committee resolved:-**

- (i) to instruct the Business and Resilience Manager to report back to members on the date of the last self-assessment; and
- (ii) to otherwise agree the recommendations.

**STRATEGIC RISK REGISTER - HSCP.24.015**

6. The Committee had before it the Risk Appetite Statement and an updated version of the Strategic Risk Register prepared by the Business and Resilience Manager.

**The report recommended:-**

that the Committee:

- (a) note the Integration Joint Board (IJB) revised Risk Appetite Statement at Appendix A of the report;
- (b) agree that the Committee review the Statement at its meeting in September 2024; and
- (c) approve the IJB revised Strategic Risk Register at Appendix B of the report.

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**The Committee resolved:-**

to agree the recommendations.

**EXTERNAL AUDIT STRATEGY 2023/24 - HSCP.24.014**

7. The Board had before it the External Audit – Annual Audit Plan for 2023/24 prepared by Audit Scotland. The Engagement Manager – Audit Scotland, introduced the report.

**The report recommended:-**

that the Committee note the content of the report.

**The Committee resolved:-**

to note the information provided.

**INTERNAL AUDIT PLAN 2024-27 - HSCP.24.018**

8. The Committee had before it the Internal Audit Annual Plan for 2024-27 prepared by the Chief Internal Auditor.

**The report recommended:-**

that the Committee review, discuss, comment on, and thereafter approve the Internal Audit Plan for 2024-27 as attached at Appendix A of the report.

**The Committee resolved:-**

to approve the Internal Audit Plan for 2024-27.

**INTERNAL AUDIT UPDATE REPORTS - HSCP.24.019**

9. The Committee had before it the Internal Audit Update report prepared by the Chief Internal Auditor which provided an update on his team's recent work, detailing progress against the approved Internal Audit plans and follow ups on audit recommendations.

**The report recommended:-**

that the Committee:

- (a) note the contents of the RAPC - Internal Audit Update Report February 2024 ("the Internal Audit Update Report"), as appended at Appendix A of the report, and the work of Internal Audit since the last update; and
- (b) note the progress against the approved 2023/24 Internal Audit Plan as detailed in the Internal Audit Update Report.

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**The Committee resolved:-**

to note the information provided.

**INTERNAL AUDIT REPORT - IJB HOSTED SERVICES - HSCP.24.020**

10. The Committee had before it a report prepared by the Chief Internal Auditor in respect of the planned audit of IJB Hosted Services.

**The report recommended:-**

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

**The Committee resolved:-**

to note the information provided.

**QUARTERLY PERFORMANCE REPORTS AGAINST THE DELIVERY PLAN - HSCP.24.013**

11. The Committee had before it a report prepared by the Transformation Programme Manager outlining the progress of the Delivery Plan as set out within the Aberdeen City Health and Social Care Partnership Strategy Plan for 2022-2025.

**The report recommended:-**

that the Committee note the Delivery Plan Quarter 3 Summary, the Tracker and Dashboard as appended to the report.

**The Committee resolved:-**

- (i) to instruct the Strategy and Transformation Lead to assess the requirements of the Health and Care (staffing) (Scotland) Act 2019 and whether these were reflected sufficiently robustly in the planned capture and reporting arrangements within the Workforce Plan; and
- (ii) to otherwise note the information provided.

**DATE OF NEXT MEETING - 4 JUNE 2024**

12. The Committee had before it the date of the next meeting: Tuesday 4 June 2024 at 10am.

**The Committee resolved:-**

to note the date of the next meeting.

**- COUNCILLOR MARTIN GREIG, Chair.**