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INTEGRATION JOINT BOARD BUSINESS PLANNER - 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
2024 Meetings									
7 May 2024									
Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer	HSCP.24.023	Roz Harper	Fiona Mitchelhill	ACHSCP			
Standing Item	Video Presentation	To note the regular video presentation from a choice of partner organisations							
Standing Item	Equality Outcomes and Mainstreaming Framework, Integrated Impact Assessments and Public Engagement Guidance updates	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.	HSCP.24.025	Alison Macleod	Alison MacLeod	ACHSCP			
29 April 2024	Quarter 4 Financial Monitoring Update Report	To provide an update on the revenue budget performance to 31 March 2024 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.	HSCP.24.041	Paul Mitchell	Paul Mitchell	ACHSCP	Late circulation		
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..	HSCP.24.029	Martin Allan	Martin Allan	ACHSCP			
22 March 2024	Outcome of IJB Culture Research Project	To provide feedback on the outcome of the IJB Culture Research Project and seek approval for the proposed actions resulting from it.	HSCP.24.024	Alison McLeod	Alison MacLeod	ACHSCP			
29.11.2022	Marywell and Timmermarket Integrated Service Review	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	HSCP.24.027	Susie Downie / Emma King / Teresa Waugh / Clair Ross / Simon Rayner	Emma King and Kevin Dawson	ACHSCP			
26 March 2024	Supplementary Workplan - Care at Home Services	To present a Supplementary Procurement Work Plan for 2024/25 for expenditure on social care services, together with the associated procurement Business Case, for approval.	HSCP.24.026	Neil Stephenson	Fiona Mitchelhill	ACHSCP			
25.05.2021	Morse Community Electronic Patient Record Evaluation and Contract Renewal	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). M Grant on 19 December 2023: current license term agreement for the Morse product expires in October 2024, proposing to present the paper for the renewal of the contract alongside an evaluation at the May IJB.	HSCP.24.030	Michelle Grant	Alison MacLeod, Strategy and Transformation	ACHSCP			
22 February 2024	General Adult Mental Health Secondary Care Pathway Review	To provide an update to the Board on the findings of the pathway review and its recommendations, and actions to be delivered in 2024/25.	HSCP.24.022	Judith McLenan	Judith McLenan	ACHSCP			
31.01.2023	GetActive@Northfield Health & Wellbeing Hub Test of Change update Report	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.	HSCP.24.031	Alison McLeod	Alison MacLeod	ACHSCP	Agreed on 6 February 2024 to defer to May 2024 to allow more time for feedback and due to some delays in start dates.		
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		D	Request to defer to July to provide a more meaningful and full year progress report; as we will not have the pan-Grampian Suicide Prevention update until May 2024.
04.01.2024	Market Position Statement on Accommodation	To seek approval of the document, outline accommodation requirements for the City and to provide strategic direction.		Kay Diack	Alison MacLeod, Strategy and Transformation	ACHSCP		D	The project group is requesting deferral to July IJB to allow time to ensure the data collated and information presented within the MPS accurately articulates the specialist provision of housing currently available and what is required in the future.
9 July 2024									
Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer		Roz Harper	Fiona Mitchelhill	ACHSCP			
Standing Item	Video Presentation	To note the regular video presentation from a choice of partner organisations							

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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	Fiona Mitchelhill	ACHSCP	TBC with Fraser Bell if July or September 2024		
05.04.2024	Refreshed LOIP and Locality Plans	To provide information on the refreshed Plans.		Iain Robertson	Alison MacLeod	ACHSCP			
03.04.2024	Evaluation of Aberdeen City Vaccination & Wellbeing Hub	To provide an evaluation of the Hub and to seek approval for a future venue following an Option appraisal.		Caroline Anderson	Fiona Mitchelhill	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	ACC Scheme of Governance being considered in July 2024. As this could have an impact on the Chief Officer's delegated powers, deferred from May to July to have the IJB consider its own scheme after ACC has determined what powers they delegate to the CO. Review will begin in April, with a view to updating it as soon as ACC makes its decision.		
24 September 2024									
Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer		Roz Harper	Fiona Mitchelhill	ACHSCP			
Standing Item	Video Presentation	To note the regular video presentation from a choice of partner organisations							
	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	Expected approx. August 2024		
19 November 2024									
Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer		Roz Harper	Fiona Mitchelhill	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.		
01.11.2023	Chief Social Work Officer's Annual 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. Last presented to IJB on 5 December 2023.		Graeme Simpson	Eleanor Sheppard	ACC			
Standing Item	Audited Accounts	To seek approval of the Audited Final Accounts for 2023/24.		Chief Finance Officer	Chief Finance Officer	ACHSCP	Date TBC		
4 February 2025									
Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer		Roz Harper	Fiona Mitchelhill	ACHSCP			
Standing Item	Video Presentation	To note the regular video presentation from a choice of partner organisations							
28.09.23	Aberdeen City Vaccination Centre - Priority Intervention Hub - extension of lease	On 5 December 2023 the IJB agreed to approve the extension of the current lease of the Aberdeen City Vaccination Centre at Unit 19 Bon Accord Aberdeen for a further year from 10 May 2024 until 9 May 2025.		Caroline Anderson	Sandy Reid	ACHSCP/ ACVC			

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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. Reported to IJB on 6 February 2024.		Stuart Lamberton/ Grace Milne	Alison MacLeod	ACHSCP			
Standing Item	Annual Procurement Workplan 2025/202	To present the Annual Procurement Work Plan for 2025/26 for expenditure on social care services, together with the associated procurement Business Cases and Grant funding arrangements, for approval.		Neil Stephenson / Shona Omand-Smith	Fiona Mitchelhill	ACC			
26.03.2024	GP Vision Update	On 26 March 2024, the IJB resolved to instruct the Chief Officer to report back to the Integration Joint Board by end of March 2025 with a progress update on the implementation of the vision and objectives.		Alison Chapman/ Emma King	Fraser Bell	ACHSCP			
18 March 2025 (Budget)									
Standing Item	IJB Budget - Medium Term Financial Framework	To approve the Budget.		Chief Finance Officer	Chief Finance Officer	ACHSCP			
2025 and dates TBC									
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		