



RISK, AUDIT & PERFORMANCE

Date of Meeting	04 Jun 2024
Report Title	Review of Duties & Year End Report
Report Number	HSCP.24.038
Lead Officer	Paul Mitchell, Chief Finance Officer
Report Author Details	Name: Alison MacLeod Job Title: Strategy and Transformation Lead Email Address: alimacleod@aberdeencity.gov.uk
Consultation Checklist Completed	Yes
Directions Required	No
Appendices	Appendix A - Risk, Audit & Performance Duties Report

1. Purpose of the Report

- 1.1. This report presents the Risk, Audit and Performance Committee (RAPC) with a review of reporting for 2023/24 and an early draft of the 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.

2. Recommendations

- 2.1. It is recommended that the Risk, Audit & Performance Committee:

- a) Note the content of Appendix A – Risk, Audit & Performance Duties report.

3. Strategic Plan Context

- 3.1. Ensuring that the RAPC is functioning effectively and fulfilling its duties will help ensure that the Integration Joint Board (JB) achieves the strategic aims and priorities as set out in the strategic plan.



RISK, AUDIT & PERFORMANCE

4. Summary of Key Information

- 4.1. The terms of reference indicate several duties which the Risk, Audit and Performance Committee should ensure that it undertakes each financial year. These are listed in Appendix A, with a record of when these were met in 2023/24 and an indication of what is known so far that will be reported in 2024/25. It should be noted that the detail and dates of future reports will be updated on the Business Planner as and when this is known and agreed.
- 4.2. It should be noted that the meeting on 24th January 2024 was cancelled and that the meeting on 2nd April 2024 will form part of the 2024/25 annual review.
- 4.3. The Committee had one meeting less in 2023/24 than it had in 2022/23 due to the cancellation of the January 2024 meeting. The total number of reports received overall was therefore less with the breakdown against each of the duty headlines as shown below. The average number of reports per meeting was slightly less in 2023/24 at 6.5 than it was in 2022/23 when it was 6.8. It should be noted that some reports are only submitted on an as required basis, for example reports relating to national audit findings or inspections. The lower number of reports can also be due to timing. For example, the Board Assurance and Escalation Framework was reported in February 2023 (the 2022/23 cycle) and not again until April 2024 (the 2024/25 cycle) so does not feature in the 2023/24 cycle.

Area of Remit	Number of Reports Considered	
	2023/24	2022/23
Audit	7	10
Performance	12	13
Risk and Governance	4	7
Financial	3	4
Total	26	34
Average per meeting	6.5	6.8

- 4.4. Comparing the 2023/24 actual reports against those noted in the forward planner last year demonstrates that all reports that were expected at the Risk Audit and Performance Committee during 2023/24 were submitted and that additional reports were identified and submitted as the year progressed. It is proposed that the Risk Audit and Performance Committee can be assured that they are fulfilling their duties as set out in its terms of reference.



RISK, AUDIT & PERFORMANCE

- 4.5. The Chief Finance Officer will maintain this document as a record of the RAPC's business for 2023/24 and will present a similar report to the Committee at the end of financial year 2024/25.

5. Implications for IJB

5.1. Equalities, Fairer Scotland and Health Inequality

As this is a report on performance and no changes to service delivery are proposed, there is no requirement for an impact assessment to be undertaken and there are no direct implications in respect of Equality, Fairer Scotland or Health Inequality.

5.2. Financial

There are no direct financial implications as a result of the recommendations in this report.

5.3. Workforce

There are no direct workforce implications as a result of the recommendations in this report.

5.4. Legal

There are no direct legal implications as a result of the recommendations in this report.

5.5. Unpaid Carers

There are no direct implications for Unpaid Carers as a result of the recommendations in this report.

5.6. Information Governance

There are no direct information governance implications arising from the recommendations in this report.

5.7. Environmental Impacts

There are no direct environmental implications arising from the recommendations in this report.



RISK, AUDIT & PERFORMANCE

5.8. Sustainability

There are no direct sustainability implications arising from the recommendations in this report.

5.9. Other

None

6. Management of Risk

6.1. Identified risk(s):

Good governance and ensuring that the IJB's committees are delivering on their duties are fundamental to the delivery of the strategic plan and therefore applicable to most of the risks within the strategic risk register.

6.2. Link to risk number on strategic or operational risk register:

This report links to Risk 4 on the Strategic Risk Register,

Cause: Performance standards/outcomes are set by national and regulatory bodies and those locally determined performance standards are set by the board itself.

Event: There is a risk that the IJB, and the services that it directs and has operational oversight of, fails to meet the national, regulatory and local standards.

Consequence: This may result in harm or risk of harm to people.

6.3. How might the content of this report impact or mitigate the known risks:

The Risk, Audit & Performance Duties Report, as attached at Appendix A, provides assurance that the RAP Committee is reviewing standards and outcomes to help keep people safe.