



Risk, Audit and Performance Committee

Minute of Meeting

Tuesday, 4 June 2024
10.00 am Virtual - Remote Meeting

ABERDEEN, 4 June 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, Shona Omand-Smith and Claire Wilson.

Also in attendance: Jess Anderson, Graham Lawther, Calum Leask, Judith McLenan, Alison Penman and Steven Stark.

Apologies: Michael Oliphant (Audit Scotland).

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.

WELCOME

1. The Chair welcomed everyone to the meeting and advised that this would be the last RAPC meeting for Paul Mitchell, Chief Finance Officer, before he retired from ACHSCP. On behalf of the Committee, the Chair thanked him for his professionalism and wished him well for the future.

DECLARATIONS OF INTEREST OR TRANSPARENCY STATEMENTS

2. There were no Declarations of Interest or Transparency Statements.

EXEMPT BUSINESS

3. There was no exempt business.

MINUTE OF PREVIOUS MEETING OF 2 APRIL 2024

4. The Committee had before it the minute of its previous meeting of 2 April 2024, for approval.

RISK, AUDIT AND PERFORMANCE COMMITTEE

4 June 2024

The Committee resolved:-

to approve the minute as a correct record.

BUSINESS PLANNER

5. The Committee had before it the planner of committee business, as prepared by the Chief Finance Officer.

The Committee resolved:-

- (i) to note the reasons outlined for the deferral, transfer and removal of the reports at lines 12 (Review of Financial Governance), 13 (Local Update on the full Mental Welfare Commission report) and 14 (Quarter 4 (2023/24) Financial Monitoring Report) respectively; and
- (ii) to otherwise agree the Planner.

REVIEW OF DUTIES AND YEAR END REPORT - ANNUAL REVIEW OF RAPC - HSCP.24.038

6. The Committee had before it a review of reporting for 2023/24 and an early draft of the intended schedule of reporting for 2024/25, providing assurance that the Committee was fulfilling all the duties as set out in its terms of reference.

The Strategy and Transformation Lead introduced the report.

The report recommended:-

that the Committee note the content of Appendix A of the report – Risk, Audit and Performance Duties report.

The Committee resolved:-

to note the information provided.

DIRECTIONS TRACKER - HSCP.24.035

7. The Committee had before it a report prepared by the Strategy and Transformation Lead in respect of a six-monthly update on the status of Directions made by the IJB to Aberdeen City Council and NHS Grampian.

The report recommended:-

that the Committee note the detail and updates attached at Appendix A of the report.

The Committee resolved:-

RISK, AUDIT AND PERFORMANCE COMMITTEE

4 June 2024

- (i) to note that an end-of-project report in respect of the Navigator Project would be presented to the Committee on 10 September 2024; and
- (ii) to otherwise note the information provided.

APPROVAL OF UNAUDITED ACCOUNTS - HSCP.24.039

8. The Committee had before it the unaudited final accounts for 2023/24, prepared by the Chief Finance Officer.

The report recommended:-

that the Committee consider and comment on the Unaudited Final Accounts for 2023/24 at Appendix A of the report.

The Committee resolved:-

to note the Unaudited Final Accounts for 2023/24.

INTERNAL AUDIT UPDATE REPORT - HSCP.24.042

9. The Committee had before it an update report prepared by the Chief Internal Auditor on Internal Audit's work. Details were provided of the progress against the approved Internal Audit plans, audit recommendations follow up, and other relevant matters.

The report recommended:-

that the Committee:

- (a) note the content of the RAPC - Internal Audit Update Report June 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.

The Committee resolved:-

to note the information provided.

INTERNAL AUDIT ANNUAL REPORT - HSCP.24.032

10. The Committee had before it the Internal Audit Annual Report for 2023/24 prepared by the Chief Internal Auditor.

The report recommended:-

that the Committee:

RISK, AUDIT AND PERFORMANCE COMMITTEE

4 June 2024

- (a) note the Internal Audit (IA) Annual Report 2023/24 as detailed in Appendix A of the report;
- (b) note that the Chief Internal Auditor had confirmed the organisational independence of Internal Audit;
- (c) note that there had been no limitation to the scope of Internal Audit work during 2023/24; and
- (d) note the progress that management had made with implementing recommendations agreed in Internal Audit reports.

The Committee resolved:-

to note the information provided.

PRIMARY CARE IMPROVEMENT PLAN UPDATE - HSCP.24 036

11. The Committee had before it an update in respect of the progress implementing the Primary Care Improvement Plan (PCIP). The Primary Care Improvement Plan Programme Manager introduced the report and responded to questions from Members.

The report recommended:-

that the Committee

- (a) note the update presented on the PCIP, as outlined in the report; and
- (b) note that the annual PCIP Update report was presented to the meeting of the Integration Joint Board at its meeting on 28 November 2023.

The Committee resolved:-

to note the information provided.

QUARTERLY PERFORMANCE REPORTS AGAINST THE DELIVERY PLAN - HSCP.24.034

12. The Committee had before it a report providing assurance and updating on progress of the Delivery Plan as set out within the ACHSCP Strategy Plan for 2022-2025.

The Transformation Programme Manager spoke to the report and highlighted that updated metrics had been integrated into the Delivery Plan Dashboard in respect of Mental Health & Learning Disability Inpatient, Specialist Services and Child and Adolescent Mental Health Services in order to ensure effective oversight and to ensure inclusion of key performance targets for ACHSCP and pan-Grampian services.

RISK, AUDIT AND PERFORMANCE COMMITTEE

4 June 2024

The Programme Manager introduced the Lead for Mental Health & Learning Disability (MHLD) Inpatient, Specialist Services and Child and Adolescent Mental Health Services (CAMHS) who presented additional context in relation to the changes.

At this juncture, Hussein Patwa advised that he had a connection in relation to the item by virtue of being a Member of the Diverse Experiences Advisory Panel, however having applied the objective test, he did not consider that he had an interest and would not be withdrawing from the meeting.

The report recommended:-

that the Committee note the Delivery Plan Quarter 4 Summary, the Tracker and Dashboard as appended to the report.

The Committee resolved:-

- (i) to note the transparency statement from Hussein Patwa; and
- (ii) to otherwise agree the recommendation.

DATE OF NEXT MEETING - 10 SEPTEMBER 2024

13. The Committee had before it the date of the next meeting: Tuesday 10 September 2024 at 10am.

The Committee resolved:-

to note the date of the next meeting.

- **COUNCILLOR MARTIN GREIG, Chair.**