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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									
24 September 2024									
12-Jul-24	Integration Joint Board Membership	To advise the IJB of a recent change to its voting membership, and to seek agreement to appoint new Committee Members to the Risk, Audit and Performance Committee and Clinical and Care Governance Committee.	HSCP.24.056	Emma Robertson	ACC Legal/ Governance	ACC Corporate Services	On the agenda		
Standing Item	Video Presentation	To note the regular video presentation from a choice of partner organisations.					On the agenda		
Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer.	HSCP.24.055	Roz Harper	Fiona Mitchelhill	ACHSCP	On the agenda		
13 August 2024	National Care Service	To provide an update on the progress of the National Care Service (Scotland) Bill.	HSCP.24.060	Fraser Bell	Fraser Bell	ACHSCP	On the agenda		
28.06.2024	ACHSCP Budget Protocol	To present the IJB Budget Protocol for approval.	HSCP.24.054	Sarah Gibbon	Alison MacLeod	ACHSCP	On the agenda		
Standing Item	ACHSCP Annual Performance Report	To seek approval to publish the the ACHSCP Annual Report for 2023/24 and to instruct the Chief Officer to present this to ACC and NHSG.	HSCP.24.057	Alison MacLeod / Calum Leask	Alison MacLeod	ACHSCP	On the agenda		
30.08.24	Health and Care Experience Report 2023-2024	To present findings from the Health and Care Experience survey for 2023/24.	HSCP.24.075	Calum Leask	Alison MacLeod	ACHSCP	On the agenda		
09.07.2024	Discharge Without Delay - Update	On 9 July 2024, Members resolved to instruct the Chief Officer to bring an update to the IJB in September 2024, of the intended improvement activity in order to achieve the target set for DWD.	HSCP.24.062	Claire Wilson/ Kay Diack	Fiona Mitchelhill	ACHSCP	On the agenda		
26.08.2024	Digital Innovation Programme: Right Care, Right Time, Right Place	To seek approval for a direct award of Digital Innovation Services through G-Cloud 13 and to instruct the Chief Operating Officer to develop a full business case for investment in Technology Enabled Care.	HSCP.24.071	James Maitland	Fraser Bell	ACHSCP	On the agenda		
07.09.23	Strategic Risk Register	To present an updated version of the Integrated Joint Board's (IJB) Strategic Risk register.	HSCP.24.058	Martin Allan	Martin Allan	ACHSCP	On the agenda		
08.08.2024	Supplementary Procurement Workplan 2024/25	To seek approval for a Supplementary Procurement Work Plan for 2024/25 for expenditure on social care services, together with the associated procurement Business Case.	HSCP.24.066	Neil Stephenson/ Catherine King	Neil Stephenson	ACHSCP	On the agenda		
04.01.2024	Market Position Statement 2024-2034 on Independent Living and Specialist Housing Provision	To seek approval of the document, outline accommodation requirements for the City and to provide strategic direction.	HSCP.24.050	James Maitland	Kay Diack, Strategic Home Pathways Lead	ACHSCP		D	Request deferral to November 2024 due to IJB Insights Session being arranged before report going to IJB.
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.		Sarah Gibbon	Julie Warrender	ACHSCP		D	Request to defer the report to autumn 2025 as implementation was delayed.
27.05.2024	North East Population Alliance Strategic Partnership Agreement	To provide an annual progress report on the strategic partnership agreement (Memorandum of Understanding with Public Health Scotland)	HSCP.24.061	Martin Murchie	Data Insights	ACC Corporate Services		D	The Director of Public Health has advised that this report will not be ready for the August meeting and will be reported to the October meeting of Aberdeen City Council then November meeting of the IJB instead.
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	ACHSCP			
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	Alan Thomson	ACC			
29.11.22	Climate Change Project and Reporting	To seek approval for the submission of the climate change report to the Scottish Government on 30 November 2024.		Sophie Beier	Alison MacLeod	ACHSCP			
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.		Kenny Low	Chief Finance Officer	ACHSCP	Date TBC		

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25 July 2024	Getting it Right for Everyone (GIRFE)	To provide an update on how ACHSCP have helped the Scottish Government GIRFE team shape and develop the Getting it Right for Everyone (GIRFE) Pathfinder toolkit and how the toolkit has been implemented across the HSCP.		Shona Omand-Smith	Chief Operating Officer	ACHSCP			
12.06.2024	Minor Injury Unit/ GMED	To provide an update on the position of the Out of Hours Primary Care (GMED) Service with Moray as the Hosting IJB and the progress of the redesign work commissioned by the three Chief Officers.		Magdalena Polcik-Miniach/ Isla Whyte	HSC Moray	HSC Moray			
07.05.2024	Draft Strategic Plan	At the IJB on 7 May 2024, Members agreed to add the following reports to the Planner: (1) Draft Strategic Plan on 19 November 2024 and (2) Final Strategic Plan on 18 March 2025.		Alison MacLeod	Alison MacLeod	ACHSCP			
05.08.2024	Abortion Services (Safe Access Zones) (Scotland) Act 2024	To provide an update on the practical preparations in respect of the Act.		Sandy Reid/ John Forsyth	Sandy Reid	ACHSCP/ ACC Legal			
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			
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			
07.05.2024	Marywell and Timmermarket Integrated Service Review	At the IJB on 7 May 2024, members resolved to instruct the Chief Officer to proceed with an options appraisal and report back to the meeting of the IJB scheduled for 4 February 2025, outlining the future trajectory of the Marywell Practice.		Susie Downie / Emma King / Teresa Waugh / Clair Ross / Simon Rayner	Emma King and Kevin Dawson	ACHSCP			
18 March 2025 (Budget)									
Standing Item	IJB Budget - Medium Term Financial Framework	To approve the Budget.		Kenny Low	Chief Finance Officer	ACHSCP			
07.05.2024	Final Strategic Plan	At the IJB on 7 May 2024, Members agreed to add the following reports to the Planner: (1) Draft Strategic Plan on 19 November 2024 and (2) Final Strategic Plan on 18 March 2025.		Alison MacLeod	Alison MacLeod	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		
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 7 May 2024		Martin Allan	Martin Allan	ACHSCP	May-25		
22 March 2024	Outcome of IJB Culture Research Project	Presented to the IJB on 7 May 2024 - suggestion to recommission in 12-18 months.		Alison MacLeod	Alison MacLeod	ACHSCP			

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48	Standing Item	Progress on EOMF and Review of Equality Outcomes			Alison Macleod	Alison MacLeod	ACHSCP	May-25		
49	01.05.2024	Vaccine Uptake	Annual paper on Vaccine Uptake across all programmes and particularly the Childhood Immunisations Improvement Action Plan.		Caroline Anderson/ Jo Hall	Sandy Reid	ACHSCP/ ACVC	TBC April/May 2025		
50	07.05.2024	Morse Community Electronic Patient Record Evaluation and Contract Renewal	On 7 May 2024, Members agreed :(i) to note the Morse Evaluation appended at Appendix B of the report; and (ii) to approve a further three year contract with Cambric, running from October 2024, to supply Morse as an Electronic Patient Record for Community Nursing, Hospital at Home, Macmillan Nursing, Health Visiting and School Nursing Services		Michelle Grant	Alison MacLeod, Strategy and Transformation	ACHSCP	TBC May 2027		
51	04.11.2022	IJB Scheme of Governance Annual Review	To present the revised Scheme of Governance and seek approval of the revised Standing Orders and Terms of Reference. This is an annual review, previously presented on 7 June 2022, 25 April 2023 and 9 July 2024.		Jess Anderson/John Forsyth/Vicki Johnstone	Jenni Lawson	ACHSCP			
52	09 July 2024	Locality Planning Annual Performance reports	On 9 July 2024, Members agreed to instruct the Strategy and Transformation Lead to present Locality Planning annual performance reports to the Risk, Audit, and Performance Committee beginning in June 2025		Iain Robertson	Alison MacLeod, Strategy and Transformation	ACHSCP	Jun-25		
53	09 July 2024	Creating Hope Together: Scotland's Suicide Prevention Strategy and Action Plan	To note the published national Suicide Prevention Strategy and Action Plan and to provide assurance on activities locally. This was presented to the IJB on 25 April 2023, when Members instructed the Chief Officer to provide an update on progress annually. Last update was 9 July 2024.		Kevin Dawson / Jennifer Campbell	Alison MacLeod and Kevin Dawson	ACHSCP	Jun-25		
54	09 July 2024	Evaluation of Aberdeen City Vaccination and Wellbeing Hub	To provide an evaluation of the Aberdeen City Vaccination and Wellbeing Hub. See report HSCP.24.047 on 9 July 2024.		Caroline Anderson	Fiona Mitchelhill	ACHSCP	Early 2028		
55	27.08.2024	Review of Whistleblowing Policy	Due in 2026		Martin Allan	Fraser Bell	ACHSCP			