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<b>INTEGRATION JOINT BOARD BUSINESS PLANNER -</b> 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
<b>2024 Meetings</b>									
<b>19 November 2024</b>									
1.11.24	IJB Membership	To advise the IJB of a recent change to its voting membership, and to seek agreement to appoint a new Member of the Clinical and Care Governance Committees and reappoint two non-voting members.	HSCP.24.103	Emma Robertson	Alan Thomson	ACC	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.24.076	Graham Lawther	Fiona Mitchelhill	ACHSCP	On the agenda		
20.10.24	Recruitment and Selection of Chief Finance Officer	To approve the proposed approach to recruiting a Chief Finance Officer of the IJB, and a number of recommendations relating to the job profile for the role, the recruitment selection process and the constitution of an appointment panel for the final selection panel interview.	HSCP.24.088	Alison Paterson	Isla Newcombe	ACC	On the agenda		
	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.	HSCP.24.079	Emma Robertson	Alan Thomson	ACC	On the agenda		
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.	HSCP.24.083	Shona Omand-Smith	Chief Operating Officer	ACHSCP	On the agenda		
11.11.2024	Q2 Financial Position	To present an update on the financial position.	HSCP.24.104	Alex Stephen	Chief Finance Officer	ACHSCP	On the agenda		
4.11.24	Audited Final Accounts 2023/24 including the External Auditor's Annual Audit Report	To consider and approve the audited final accounts for 2023/24.	HSCP.24.105	Chief Finance Officer/ Anne MacDonald	Chief Finance Officer/ Audit Scotland	Audit Scotland	On the agenda		
23.09.21	Primary Care Improvement Plan Update	Annual update report. HSCP.23.070 reported to IJB on 10 October 2023.	HSCP.24.078	Emma King / Alison Penman	Emma King	ACHSCP	On the agenda		
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.	HSCP.24.080	Calum Leask/ Sophie Beier	Alison MacLeod	ACHSCP	On the agenda		
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.	HSCP.24.081	Graeme Simpson	Eleanor Sheppard	ACC	On the agenda		
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.	HSCP.24.085	Alison MacLeod	Alison MacLeod	ACHSCP	On the agenda		
05.08.2024	Abortion Services (Safe Access Zones) (Scotland) Act 2024	To provide an update on the practical preparations in respect of the Act.	HSCP.24.086	Sandy Reid/ John Forsyth	Sandy Reid	ACHSCP/ ACC Legal	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	On the agenda. Deferred from September 2024 due to IJB Insights Session being arranged before report going to IJB.		
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	On the agenda. Deferred from September 2024 as this will be reported to the October meeting of Aberdeen City Council then November meeting of the IJB instead.		
24 September 2024	Specialist Mental Health and Learning Disability Services (MHLDS), Discharge Without Delay (DwD)	To provide an update of the Mental Health and Learning Disability action plan to the IJB in November (instructed on 24/09/24 HSCP.24.062 DwD)	HSCP.24.087	ACHSCP	Fiona Mitchelhill	ACHSCP	On the agenda		
12.06.2024	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.	HSCP.24.084	Magdalena Polcik-Miniach/ Isla Whyte	HSC Moray	HSC Moray	On the agenda		
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.	HSCP.24.077	Daniela Brawley / Lisa Allerton	Sandy Reid	ACHSCP		D	Request to defer to February 2025 due to officer availability.
<b>4 February 2025</b>									
Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer		Graham Lawther	Fiona Mitchelhill	ACHSCP			

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Standing Item	Video Presentation	To note the regular video presentation from a choice of partner organisations							
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 Mitchellhill	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			
01 October 2024	Referral from CCG on 1 October 2024: SPOTLIGHT REPORT - Abortion Care and related service delivery/staffing/etc. risks	To provide a "highlight" presentation as given to CCG Committee meeting on 1 October 2024	HSCP.24.069	Daniela Brawley/ Dianna Reed	Sandy Reid	ACHSCP	Referral from CCG on 1 October 2024		
24 September 2024	National Care Service	On 24 September 2024 members agreed to instruct the Chief Operating Officer to report back to the Integration Joint Board following Stage 2 of the Scottish Parliament's legislative process.		Fraser Bell	Fraser Bell	ACHSCP			
<b>18 March 2025 (Budget)</b>									
Standing Item	IJB Budget - Medium Term Financial Framework	To approve the Budget.		Chief Finance Officer	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			
<b>2025 and dates TBC</b>									
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 Mitchellhill	Alison MacLeod and Fiona Mitchellhill	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			
Standing Item	Progress on EOMF and Review of Equality Outcomes			Alison Macleod	Alison MacLeod	ACHSCP	May-25		
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		
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 Cambic, 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		

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43	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			
44	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		
45	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		
46	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		
47	27.08.2024	Review of Whistleblowing Policy	Due in 2026		Martin Allan	Fraser Bell	ACHSCP			
48	Standing Item	ACHSCP Annual Performance Report	To seek approval to publish the the ACHSCP Annual Report for 2024/25 and to instruct the Chief Officer to present this to ACC and NHSG (last presented 24/09/24).		Alison MacLeod / Calum Leask	Alison MacLeod	ACHSCP			
49	30.08.24	Health and Care Experience Report 2025-2026	To present findings from the Health and Care Experience survey for 2025/26. Due in September 2026, last presented 24/09/24.		Calum Leask	Alison MacLeod	ACHSCP			
50	24 September 2024	Technology Enabled Care	On 24/09/24 HSCP.24.071: to instruct the Chief Operating Officer to report back within 9 months with a Full Business Case in respect of Technology Enabled Care and to seek external funding opportunities, including with the Scottish Government, to support the delivery of a Full Business Case. <b>Due June 2025.</b>		James Maitland	Fraser Bell	ACHSCP			
51	Standing Item	Strategic Risk Register	To present an updated version of the Integrated Joint Board's (IJB) Strategic Risk register. Last presented 24/09/24.		Martin Allan	Martin Allan	ACHSCP			
52	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 <b>autumn 2025</b> before Phase 2 commences.		Sarah Gibbon	Julie Warrender	ACHSCP	Deferred from September 2024 as implementation was delayed.		