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2	RISK and AUDIT PERFORMANCE COMMITTEE BUSINESS PLANNER									
3	The Business Planner details the reports which have been instructed by the Committee as well as reports which the Functions expect to be submitting for the calendar year.									
4	Date Created	Report Title	Minute Reference/Committee Decision or Purpose of Report	Report Number	Report Author	Lead Officer / Business Area	Directorate	Update/Status	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
5	3 December 2024									
6	Standing Item	Internal Audit Update Report	To provide an update on Internal Audit's work since the last update: progress against the approved Internal Audit plans, audit recommendations follow up, and other relevant matters.	HSCP.24.090	Jamie Dale	Chief Internal Auditor	Internal Audit	On the agenda		
7		Internal Audit Report - Social Care Financial Assessments	To present the outcome from the planned audit of Social Care Financial Assessments Services that was included in the Internal Audit Plan.	HSCP.24.106	Jamie Dale	Chief Internal Auditor	Internal Audit	On the agenda		
8		Internal Audit Report - IJB Budget Setting and Monitoring	To present the outcome from the planned audit of the Integration Joint Board (IJB) Budget Setting and Monitoring that was included in the Internal Audit Plan.	HSCP.24.107	Jamie Dale	Chief Internal Auditor	Internal Audit	On the agenda		
9		Internal Audit Report - IJB Counter Fraud	To present the outcome from the planned audit of the Integration Joint Board (IJB) Counter Fraud that was included in the Internal Audit Plan.	HSCP.24.108	Jamie Dale	Chief Internal Auditor	Internal Audit	On the agenda		
10	19.11.24	Finance Update	On 19 November 2024 at the IJB, Members agreed that a finance update would be presented to every IJB and RAPC meeting going forward.	HSCP.24.112	Fraser Bell	Interim Chief Finance Officer	Interim Chief Finance Officer	On the agenda		
11	Standing Item	Directions Tracker	To present the six-monthly update on the status of Directions made by the Integration Joint Board (IJB) to Aberdeen City Council (ACC) and NHS Grampian (NHSG).	HSCP.24.094	Alison MacLeod	Alison MacLeod	ACHSCP	On the agenda		
12	07.09.23	Strategic Risk Register and Risk Appetite Statement	To present the Integration Joint Board's (IJB) Risk Appetite Statement and an updated version of the Strategic Risk Register (SRR).	HSCP.24.089	Martin Allan	Business, Resilience and Communications Lead	ACHSCP	On the agenda		
13	23.10.2024	ACHSCP/IJB Emergency Activation Plan	To present the Integration Joint Board's (IJB) Emergency Activation Plan, as part of the IJB's duties under the Civil Contingencies Act 2004.	HSCP.24.099	Martin Allan	Business, Resilience and Communications Lead	ACHSCP	On the agenda		
14	19.09.2023	Justice Social Work Delivery Plan update 2023-24 and Performance Report	To present the Risk, Audit and Performance Committee with the updated Justice Social Work Service (JSWS) Annual Performance Report 2023/24. Plan last reported on 19.09.2023, Performance Report on 28.11.2023.	HSCP.24.092	Val Vertigans	Chief Social Work Officer	ACHSCP	On the agenda		
15	12.06.2024	Adult Support and Protection - Biennial Report	To share the Adult Protection Committee (APC) Independent Convener's Biennial Report for 2022-24 for assurance purposes, in terms of the delivery and impact of 'adult support and protection' in the City.	HSCP.24.095	Val Vertigans/ Claire Wilson	Claire Wilson	ACHSCP	On the agenda		

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16	21.05.2024	Quarterly Performance Report against the Delivery Plan	To provide assurance and relates to the progress of the Delivery Plan as set out within the Aberdeen City Health and Social Care Partnership (ACHSCP) Strategy Plan 2022-2025.	HSCP.24.097	Calum Leask/ Alison Macleod	Alison MacLeod	ACHSCP	On the agenda		
17		Workforce Plan Annual Update Report	To provide an overview of the current workforce and the progress made against the Workforce Plan Priorities - Members agreed at IJB in November 2022 to instruct the Chief Officer to report progress annually to the Risk, Audit, and Performance Committee. Last reported on 28 November 2023.	HSCP.24.091	Stuart Lamberton / Grace Milne	Sandy Reid	ACHSCP		D	Request to defer to a date (TBC) in 2025 in order to allow the officers involved to complete time limited work on ACHSCP strategic plan, premises review and budget saving proposals.
18	10.07.24	Quarterly Financial Monitoring Report to September 2024	To present an update on the financial position.	HSCP.24.093	Chief Finance Officer/ Lesley Fullerton/ Georgia Baxter/ Catriona Gilmour	Chief Finance Officer	ACHSCP		R	Report went to the IJB on 19 November 2024
19	02.05.23	Primary Care Improvement Plan (Update)	Six monthly update regarding progress implementing the Primary Care Improvement Plan . Last reported 4 June 2024.	HSCP.24.096	Alison Penman	Emma King	ACHSCP	This report went to IJB on 19 November 2025.	R	Proposed to have one PCIP Update report per year following each financial year - that will be reported straight to the IJB.
20	24.09.2024	DwD Financial Consequences	At the IJB on 24/09/24 HSCP.24.062: the Board resolved to note that ongoing implementation of the improvement plan would be reported to each meeting of the Clinical and Care Governance Committee and the financial consequences to RAPC.	HSCP.24.098	Kay Diack/ Claire Wilson	Claire Wilson	ACHSCP		R	Remove as reporting within existing agenda reports.
21	25 February 2025									
22	19.11.24	Financial Position Update) see line 22	On 19 November 2024 at the IJB, Members agreed that a finance update would be presented to every IJB and RAPC meeting going forward.							
23	10.07.24	Quarterly Financial Monitoring Report to December 2024) see line 21	To present an update on the financial position.		Chief Finance Officer	Chief Finance Officer	ACHSCP			
24	Standing Item	Review of Financial Governance	To provide assurance on Governance Environment annual report. Last RAPC was 13 June 2023.	HSCP.24.037	Chief Finance Officer	Chief Finance Officer	ACHSCP	Deferred from September due to staff vacancy.		
25	10.07.24	Quarterly Financial Monitoring Report to March 2025	To present an update on the financial position.		Chief Finance Officer	Chief Finance Officer	ACHSCP	Expected April/May 2025		
26	Standing Item	Whistleblowing Updates	Quarterly update		Martin Allan	Business Manager	ACHSCP			
27	30 April 2025									
28	19.11.24	Financial Position Update	On 19 November 2024 at the IJB, Members agreed that a finance update would be presented to every IJB and RAPC meeting going forward.							

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29	07.09.23	Strategic Risk Register	To present an updated version of the Integrated Joint Board's (IJB) Strategic Risk register.		Martin Allan	Business and Resilience Manager	ACHSCP	Last presented to RAPC on 2 April 2024		
30		Internal Audit Plan	To seek approval of the Internal Audit Plan for the Aberdeen City Integration Joint Board for 2025-28		Jamie Dale	Chief Internal Auditor	Governance	Last presented to RAPC on 2 April 2024		
31	Standing Item	Board Assurance and Escalation Framework (BAEF)	To note the Framework (reviewed by the Committee on an annual basis as per resolution on 26.08.2020)		Martin Allan	Business Manager	ACHSCP	Last presented 2 April 2024		
32	Standing Item	External Audit Strategy 2024/25	To provide a summary of the work plan for Audit Scotland's 2024/25 external audit of Aberdeen City Integration Joint Board (IJB).		Anne MacDonald	Audit Scotland	Audit Scotland	Last considered at RAPC 2 April 2024		
33	30.11.22	Quarterly Performance Reports against the Delivery Plan	To note the position.		Alison Macleod	Strategy and Transformation Team		Due March 2025 - Alison Macleod to confirm if Feb/April meeting.		
34	17 June 2025									
35	19.11.24	Financial Position Update	On 19 November 2024 at the IJB, Members agreed that a finance update would be presented to every IJB and RAPC meeting going forward.							
36	19.09.2023	Locality Planning Annual Reports	To note the update - At IJB on 19 September 2023, members instructed the Lead Officer to submit the 2023-24 Locality Planning Annual Reports to the Committee in September 2024.		Alison Macleod / Iain Robertson	Lead Strategy and Performance Manager	ACHSCP	May/June 2025 - as the refreshed LOIP and Locality Plans come into effect on 29 April 2024, the Locality Planning Team representing both Community Planning and ACHSCP requested to move the annual reporting from August/September 2024 to June 2025 as the three annual performance reports on the new plans would have only been in place for a couple of months if taken in June 2024.		
37		Approval of Unaudited Accounts			Chief Finance Officer	Chief Finance Officer	ACHSCP	Last presented to RAPC on 4 June 2024		
38		Review of Duties and Year End Report - Annual Review of RAPC	To present a review of reporting for 2025/26 and an early draft 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.		Alison Macleod	Chief Finance Officer	ACHSCP	Last presented to RAPC on 4 June 2024		
39		Internal Audit Annual Report	To provide the Committee with Internal Audit's Annual Report for 2023/24.		Jamie Dale	Chief Internal Auditor	Governance	Last presented to RAPC on 4 June 2024 - this is an annual requirement.		
40	02.05.23	Primary Care Improvement Plan (Update)	Six monthly update regarding progress implementing the Primary Care Improvement Plan . Last reported 4 June 2024.		Alison Penman	Emma King	ACHSCP			
41	27 August 2025									
42	19.11.24	Financial Position Update	On 19 November 2024 at the IJB, Members agreed that a finance update would be presented to every IJB and RAPC meeting going forward.							
43	19 November 2025									

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44	19.11.24	Financial Position Update	On 19 November 2024 at the IJB, Members agreed that a finance update would be presented to every IJB and RAPC meeting going forward.							
45	24 February 2026									
46	19.11.24	Financial Position Update	On 19 November 2024 at the IJB, Members agreed that a finance update would be presented to every IJB and RAPC meeting going forward.							
47	2026 and TBC									
48	20.08.2024	Accounts Commission: IJB Finance and Performance Report 2025? (TBC Sarah Gibbon)	To provide a summary of the Accounts Commission's Finance and Performance Report for IJBs in 2025 and to provide assurance across the Accounts Commission's recommendations.		Sarah Gibbon	Chief Finance Officer	ACHSCP	HSCP.24.072 report reported to RAPC on 10 September 2024.		