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Aberdeen City Health & Social Care Partnership  
*A caring partnership*

## **Risk, Audit and Performance Committee**

### **Minute of Meeting**

**Tuesday, 3 December 2024**  
**10.00 am Virtual - Remote Meeting**

ABERDEEN, 10 September 2024. Minute of Meeting of the RISK, AUDIT AND PERFORMANCE COMMITTEE. Present: Councillor Martin Greig Chair; and Councillor John Cooke, Ritchie Johnson and Hussein Patwa.

Also in attendance: Martin Allan, Jonathan Belford, Fraser Bell, Jamie Dale (Chief Internal Auditor) John Forsyth, Anne MacDonald (Audit Scotland), Alison MacLeod, Shona Omand-Smith and Val Vertigans.

Apologies: Michael Oliphant and Alex Stephen.

**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.**

## **DECLARATIONS OF INTEREST OR TRANSPARENCY STATEMENTS**

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

## **EXEMPT BUSINESS**

2. There was no exempt business.

## **MINUTE OF PREVIOUS MEETING OF 10 SEPTEMBER 2024**

3. The Committee had before it the minute of its previous meeting of 10 September 2024, for approval.

### **The Committee resolved:-**

to approve the minute as a correct record.

## **BUSINESS PLANNER**

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

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### **The Committee resolved:-**

- (i) to note the reasons outlined for the removal of the reports at lines 18, 19 and 20 (Quarterly Financial Monitoring Report to September 2024, Primary Care Improvement Plan and Dwd Financial Consequences);
- (ii) to agree that the Primary Care Improvement Plan would be reported to the IJB annually and also to RAPC annually as an interim report mid-cycle;
- (iii) to agree that lines 22, 23 and 25 (Financial Position Update, Quarterly Financial Monitoring Report to December 2024 and Quarterly Financial Monitoring Report to March 2025) would be consolidated into one report for 25 February 2025 entitled Finance Update Report; and
- (iv) to otherwise agree the Planner.

### **INTERNAL AUDIT UPDATE REPORT - HSCP.24.090**

5. The Committee had before it a report prepared by the Chief Internal Auditor providing an update on Internal Audit's recent work on 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 contents of the RAPC - Internal Audit Update Report December 2024 as appended at Appendix A, and the work of Internal Audit since the last update; and
- (b) note the progress against the approved 2023/24 and 2024/25 Internal Audit plans as detailed in the Internal Audit Update Report.

### **The Committee resolved:-**

to agree the recommendations.

### **INTERNAL AUDIT REPORT - SOCIAL CARE FINANCIAL ASSESSMENTS - HSCP.24.106**

6. The Committee had before it a report prepared by the Chief Internal Auditor presenting the outcome from the planned audit of Social Care Financial Assessments Services that had been included in the Internal Audit Plan.

### **The report recommended:-**

that the Committee review, discuss and comment on the issues raised in the report.

### **The Committee resolved:-**

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- (i) to instruct the Chief Officer Adult Social Work to report back to the Committee in summer 2025 in respect of the non- Residential Charging Policy; and
- (ii) to otherwise note the information provided.

### **INTERNAL AUDIT REPORT - IJB BUDGET SETTING AND MONITORING - HSCP.24.107**

7. The Committee had before it a report prepared by the Chief Internal Auditor, presenting the outcome from the planned audit of the IJB Budget Setting and Monitoring that had been included in the Internal Audit Plan.

**The report recommended:-**

that the Committee review, discuss and comment on the issues raised in the report.

**The Committee resolved:-**

to note the information provided.

### **INTERNAL AUDIT REPORT - IJB COUNTER FRAUD - HSCP.24.108**

8. The Committee had before it a report prepared by the Chief Internal Auditor presenting the outcome from the planned audit of the IJB Counter Fraud that had been included in the Internal Audit Plan.

**The report recommended:-**

that the Committee review, discuss and comment on the issues raised in the report.

**The Committee resolved:-**

to note the information provided.

### **FINANCE POSITION - HSCP.24.112**

9. The Committee had before it a report prepared by the Chief Operating Officer, providing an update on actions to address the Budget Recovery Plan and External Audit Recommendations as approved at the meeting of the IJB on 19 November 2024.

**The report recommended:-**

that the Committee:

- (a) note the decision of the Integration Joint Board at its meeting on 19 November 2024 to approve a Budget Recovery Plan, the actions underway to implement the Recovery Plan, and the potential impact to performance;

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- (b) note the recommendations made by External Audit in their Annual Audit Report 23/24 and the actions underway to address those recommendation; and
- (c) note that the Chief Finance Officer will report to the Risk, Audit and Performance Committee on 25 February 2025 with a further update on the Budget Recovery Plan, the Quarter 3 position, and progress towards addressing External Audit Recommendations.

**The Committee resolved:-**

to agree the recommendations.

### **DIRECTIONS TRACKER - HSCP.24.094**

10. The Committee had before it a report prepared by the Strategy and Transformation Lead providing the six-monthly update on the status of Directions made by the IJB to Aberdeen City Council (ACC) and NHS Grampian.

**The report recommended:-**

that the Committee note the detail and updates contained within the report and the three appendices.

**The Committee resolved:-**

to note the information provided.

### **STRATEGIC RISK REGISTER AND RISK APPETITE STATEMENT - HSCP.24.089**

11. The Committee had before it a report prepared by the Business, Resilience and Communications Lead presenting the IJB's Risk Appetite Statement and an updated version of the Strategic Risk Register.

**The report recommended:-**

that the Committee:

- (a) approve the approach proposed to align the Risk Appetite Statement and Strategic Risk Register with the refreshed Strategic Plan and Medium-Term Financial Framework as detailed at section 4.3 of the report; and
- (b) approve the IJB revised Strategic Risk Register at Appendix B.

**The Committee resolved:-**

to agree the recommendations.

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### **ACHSCP/IJB EMERGENCY ACTIVATION PLAN - HSCP.24.099**

**12.** The Committee had before it a report prepared by the Business, Resilience and Communications Lead presenting the IJB's Emergency Activation Plan, as part of its duties under the Civil Contingencies Act 2004.

**The report recommended:-**

that the Committee:

- (a) instruct the Business, Resilience and Communications Lead to undertake a review of what consultation had been carried out with citizens on the potential impact of the Plan;
- (b) note the IJB Emergency Activation Plan as detailed in the Appendix to the report; and
- (c) instruct the Chief Officer to make and implement any reasonable and necessary arrangements regarding the response duties of the Senior Managers On Call (and other Aberdeen City Council and NHS Grampian employees) connected to the IJB's work as a Category One Responder under the Civil Contingencies Act 2004 (including appropriate delegations where necessary), to support the attached Emergency Activation Plan (as detailed at Sections 4.8 and 4.9 to the report).

**The Committee resolved:-**

to agree the recommendations.

### **JUSTICE SOCIAL WORK DELIVERY PLAN UPDATE 2023-24 AND PERFORMANCE REPORT - HSCP.24.092**

**13.** The Committee had before it a report prepared by the Strategic Service Manager - Justice Social Work Service, presenting the Justice Social Work Service Annual Performance Report for 2023/24.

**The report recommended:-**

that the Committee note the Justice Social Work Annual Update and Performance Report 2023-24 at Appendix 1 of the report, which provided assurance about progress made over the year.

**The Committee resolved:-**

to note the information provided.

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### **ADULT SUPPORT AND PROTECTION - BIENNIAL REPORT - HSCP.24.095**

**14.** The Committee had before it a report prepared by the Strategic Service Manager - Justice Social Work Service, presenting the Adult Protection Committee 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.

**The report recommended:-**

that the Committee note the Justice Social Work Annual Update and Performance Report 2023-24 at Appendix 1, which provided assurance about progress made over the year.

**The Committee resolved:-**

to note the information provided.

### **QUARTERLY PERFORMANCE REPORT AGAINST THE DELIVERY PLAN - HSCP.24.097**

**15.** The Committee had before it a report provided by the Transformation Programme Manager providing an update on the progress of the Delivery Plan as set out within the Aberdeen City Health and Social Care Partnership Strategy Plan 2022-2025.

**The report recommended:-**

that the Committee note the Delivery Plan Quarter 2 Summary, the Tracker and Dashboard as appended to the report.

**The Committee resolved:-**

to note the information provided.

### **DATE OF NEXT MEETING - 25 FEBRUARY 2025**

**16.** The Committee had before it the date of the next meeting: Tuesday 25 February 2025 at 10am.

**The Committee resolved:-**

to note the date of the next meeting.

- **COUNCILLOR MARTIN GREIG, Chair.**