

	A	B	C	D	E	F	G	H	I	J
1	Dates, Deadlines & Contacts									
2	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.									
3	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
4	2025/26 Meetings									
5	13 May 2025									
6	04 February 2025	Appointment of Chair	To note the new Chair and term of appointment.	HSCP.25.029	Emma Robertson	Governance	ACC			
7	Standing Item	Video Presentation	To note the regular video presentation from a choice of partner organisations							
8	Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer - including instruction from the IJB on 24 September 2024 for CO to report the outcomes of the eMAR project to the IJB in May 2025.	HSCP.25.028	Graham Lawther	Fiona Mitchelhill	ACHSCP			
9	19 November 2024	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.	HSCP.25.030	Amy McDonald	Fiona Mitchelhill	ACHSCP			
10	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.	HSCP.25.031	Martin Allan	Martin Allan	ACHSCP			
11	Standing Item	Annual Review of Financial Regulations and Reserves Policy	To present the findings of a financial governance review, a revised version of the IJB's Financial Regulations and an updated Reserves Policy for approval - RAPC noted on 25 February 2025 but needs IJB approval.	HSCP.25.035	Sarah Gibbon	Amy McDonald	ACHSCP			
12	10 April 2025	Recruitment and Selection Process for Chief Finance Officer	To seek approval of the approach to recruiting a Chief Finance Officer of the IJB, including recommendations for approval in respect of the job profile for the role, the recruitment selection process and the constitution of an appointment panel for the final selection panel interview.	HSCP.25.038	Alison Paterson	People and Citizen Services	ACC			
13	19 November 2024	Out of Hours Primary Care (GMED) Service	To seek approval of the proposed redesign recommendations - Report HSCP.24.084 on 19 November 2024 advised that updates would be provided to the IJB as the redesign continued - anticipated that proposals would be presented to the Aberdeen City IJB in spring 2025.		Magdalena Polcik-Miniach/ Isla Whyte	HSCP Moray	HSCP Moray		T	Propose transfer to IJB Insights Session on 9 September 2025 (as per Aberdeenshire).
14	Standing Item	Progress on EOMF and Review of Equality Outcomes}	This year the report will be incorporated into the biennial review (below) so only one report will come this year.		Alison Macleod	Alison MacLeod	ACHSCP		R	Propose removal and issue as a Service Update instead as no decision required by the IJB (noting report).
15	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). Incorporated with line above.		Alison Macleod	Alison MacLeod	ACHSCP		R	Propose removal and issue as a Service Update instead as no decision required by the IJB (noting report).
16	19 November 2024	GIRFE Toolkit - Update on Work			Shona Omand-Smith				R	Propose removal and issue as a Service Update instead as no decision required by the IJB (noting report).
17	04 February 2025	Review of Hosted Services including Abortion Care	On 4 February 2025, Members agreed to instruct the Strategy and Transformation Lead to report back to the IJB in May 2025 on the proposed actions following the recommendations of the review of hosted services.		Alison MacLeod	Strategy and Transformation	ACHSCP		R	Propose removal and issue as a Service Update instead as no decision required by the IJB (noting report).
18	06.01.2025	Improving Transitions	To present an update on activity to improve the transitions of people from children's services to adult services.		Jenny Rae/ Kimberley Craik	Kevin Dawson	ACHSCP		T	Request approval to transfer to CCG in order to allow discussion around the new model and ensure quality oversight that is required, otherwise would have just been for noting at IJB.
19	1 July 2025									
20	Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer		Graham Lawther	Fiona Mitchelhill	ACHSCP			
21	Standing Item	Video Presentation	To note the regular video presentation from a choice of partner organisations							
22	19 November 2024	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.		Amy McDonald	Fiona Mitchelhill	ACHSCP			
23	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			
24	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			
25	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			

	A	B	C	D	E	F	G	H	I	J
2	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.									
3	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
26	24 September 2024	Digital Innovation Programme: 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.		James Maitland	Claire Wilson	ACHSCP			
27	07.05.2024	Final Strategic Plan	On 18 March 2025 (i) to instruct the Chief Officer to update the draft IJB Strategic Plan 2025-2029 following feedback and comments received from the consultation process and present the proposed final version to the IJB meeting on 1 July 2025 for approval; and (ii) to instruct the Chief Officer to also present the first Annual Delivery Plan of the Strategic Plan 2025-2029 to the IJB meeting on 1 July 2025 for approval.		Alison MacLeod	Alison MacLeod	ACHSCP			
28	06 March 2025	Housing Contribution Statement	On 18 March 2025 - to instruct the Chief Officer to update the draft Housing Contribution Statement following feedback and comments received from the consultation on both the IJB Strategic Plan and the Local housing Strategy and present the proposed final version to the IJB meeting on 1 July 2025 for approval.		Alison MacLeod	Fiona Mitchelhill	ACHSCP			
29	14 April 2025	Annual ADP Reporting Survey	Questionnaire for the Alcohol and Drugs Partnership (ADP) Annual Reporting Survey for the 2024/25 financial year. The submission should be signed off by the ADP and the Integration Joint Board. The deadline for returns to SG Substance Use Analytical Team is 13 June 2025 but if necessary, the response may be submitted prior to sign off to allow for variation in timings of meetings.		Simon Rayner	Fiona Mitchelhill	ACHSCP			
30	09 July 2024	Locality Planning Annual Performance reports			Iain Robertson	Alison MacLeod, Strategy and Transformation	ACHSCP		T	Request to transfer to RAPC: 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.
31	30 September 2025									
32	Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer		Graham Lawther	Fiona Mitchelhill	ACHSCP			
33	Standing Item	Video Presentation	To note the regular video presentation from a choice of partner organisations							
34	19 November 2024	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.		CFO	Fiona Mitchelhill	ACHSCP			
35		Audited Final Accounts 2024/25 including the External Auditor's Annual Audit Report	Emma R to check with Amy and Anne MacDonald							
36	29.11.22	Climate Change Project and Reporting	To seek approval for the submission of the climate change report to the Scottish Government. Report HSCP.24.080 presented on 19 November 2024.		Calum Leask/ Sophie Beier	Alison MacLeod	ACHSCP	September or December 2025 - check submission date to SG		
37	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			
38	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			
39	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 autumn 2025 before Phase 2 commences.		Sarah Gibbon	Julie Warrender	ACHSCP	Deferred from September 2024 as implementation was delayed.		
40	2 December 2025									
41	Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer		Graham Lawther	Fiona Mitchelhill	ACHSCP			
42	Standing Item	Video Presentation	To note the regular video presentation from a choice of partner organisations							
43	19 November 2024	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.		CFO	Fiona Mitchelhill	ACHSCP			
44		Health and Social Care Partnership Meeting Dates 2026-27	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 2026-27.		Emma Robertson	Alan Thomson	ACC	02 December 2025		
45	23.09.21	Primary Care Improvement Plan Update	Annual update report. HSCP.24.078 reported to IJB on 19 November 2024.		Emma King / Alison Penman	Emma King	ACHSCP	02 December 2025		
46	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 19 November 2024		Graeme Simpson	Eleanor Sheppard	ACC	02 December 2025		

	A	B	C	D	E	F	G	H	I	J
2	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.									
3	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
47	4.11.24	Audited Final Accounts 2024/25 including the External Auditor's Annual Audit Report	To consider and approve the audited final accounts for 2024/25.		CFO/ Anne MacDonald	Amy McDonald/ Audit Scotland	Audit Scotland	Late 2025		
48	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). On 19 November 2024: agrees to instruct the Chief Officer to provide a progress report to the IJB on the second year of the operation of the Strategic Partnership Agreement.		Martin Murchie	Data Insights	ACC Corporate Services			
49	18 March 2025	Grant Funding for Voluntary Organisations	On 18 March 2025: to instruct the Chief Officer to bring back a report on the future funding of grant funded services beyond 31 March 2026 to the meeting of the IJB on 2 December 2025; and to instruct the Commissioning Lead to include qualitative feedback from service users as part of participant reviews in the Service Review at Appendix D of report HSCP.25.021 and to bring this back to the meeting of the IJB on 2 December 2025.		Shona Omand-Smith	Fiona Mitchelhill	ACHSCP			
50	3 February 2026									
51	Standing Item	Chief Officer Report	To provide a regular update from the Chief Officer		Graham Lawther	Fiona Mitchelhill	ACHSCP			
52	Standing Item	Video Presentation	To note the regular video presentation from a choice of partner organisations							
53	04.02.2025	Grampian Vaccination and Immunisation Annual Report 2025	Annual paper on Vaccine Uptake across all programmes and particularly the Childhood Immunisations Improvement Action Plan. Last approved on 4 February 2025.		Clare-Louise Walker/ Jo Hall	Sandy Reid	ACHSCP/ ACVC			
54	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. Last presented to IJB on 4 February 2025.		Daniela Brawley / Lisa Allerton	Sandy Reid	ACHSCP			
55	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			
56	17 March 2026 - Budget									
57	Standing Item	IJB Budget	To approve the Budget.		CFO	Amy McDonald	ACHSCP			
58	Standing Item	Medium Term Financial Forecast	The estimated 4 year Medium Term Financial Forecast		CFO	Amy McDonald	ACHSCP			
59	2026 and dates TBC									
60	24 September 2024	National Care Service	From Fraser Bell on 19 November 2024 - Scottish Government has confirmed that they are seeking to postpone start of Stage 2 process and we'll get new dates in due course. Therefore date for IJB is TBC.		Fiona Mitchelhill	Fiona Mitchelhill	ACHSCP	TBC		
61	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 McLeod	Alison MacLeod	ACHSCP	TBC late 2026		
62	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	September 2026		
63	27.08.2024	Review of Whistleblowing Policy	Due in 2026		Martin Allan	Fraser Bell	ACHSCP	2026		
64	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		
65	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		
66	04.02.2025	GP Vision Update	On 4 February 2025, the IJB resolved to instruct the Chief Officer to report back to the Integration Joint Board by spring 2026 with a progress update on the implementation of the vision and objectives.		Alison Chapman/ Emma King	Fiona Mitchelhill	ACHSCP	Spring 2026		
67	06 March 2025	Draft Debt Recovery (Mental Health Moratorium) (Scotland) Regulations	To update members on the impact to the IJB of any Regulations approved by the Scottish Parliament which apply a mental health moratorium to debt.		Fiona Mitchelhill	Fiona Mitchelhill	ACHSCP	TBC		

[illegible]