



Risk, Audit and Performance Committee

Minute of Meeting

**Tuesday, 25 February 2025
10.00 am Virtual - Remote Meeting**

ABERDEEN, 25 February 2025. Minute of Meeting of the RISK, AUDIT AND PERFORMANCE COMMITTEE. Present: Councillor Martin Greig Chair; and Councillor John Cooke and Hussein Patwa.

Also in attendance: Fraser Bell, Jamie Dale (Chief Internal Auditor), John Forsyth, Graham Lawther, Calum Leask, Anne MacDonald (Audit Scotland), Alison MacLeod, Amy McDonald and Fiona Mitchelhill.

Apologies: Ritchie Johnson.

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.

DETERMINATION OF EXEMPT BUSINESS

2. There was no exempt business.

MINUTE OF PREVIOUS MEETING OF 3 DECEMBER 2024

3. The Committee had before it the minute of its previous meeting of 3 December 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 deferral of the reports at lines 10 and 17 (Whistleblowing Updates and Board Assurance and Escalation Framework) and the removal of line 11 (Financial Position Update);
- (ii) to instruct the Chief Operating Officer and Business Manager to raise staff awareness of the Whistleblowing Policy through the regular communications to staff; and
- (iii) to otherwise agree the Planner.

ANNUAL REVIEW OF FINANCIAL REGULATIONS AND RESERVES POLICY - HSCP.25.011

5. The Committee had before it a report prepared by the Chief Finance Officer presenting the findings of a financial governance review, a revised version of the IJB's Financial Regulations and an updated Reserves Policy.

The report recommended:-

that the Committee:

- (a) approve the revised Financial Regulations, as at appendix A;
- (b) approve the revised Reserves Policy, as at appendix B; and
- (c) instruct the Chief Finance Officer to review the IJB's Financial Regulations and the Reserves Policy and present those to the Risk, Audit and Performance committee for agreement.

The Committee resolved:-

- (i) to agree the revised Financial Regulations, as at Appendix A of the report;
- (ii) to agree the revised Reserves Policy, as at Appendix B of the report;
- (iii) to instruct the Chief Finance Officer to review the IJB's Financial Regulations and the Reserves Policy and present those to the Risk, Audit and Performance Committee for agreement; and
- (iv) to note that the Regulations and Reserves Policies would be presented to the IJB for approval.

INTERNAL AUDIT UPDATE REPORT - HSCP.25.012

6. 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:

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- (a) note the contents of the RAPC - Internal Audit Update Report February 2025 as appended at Appendix A, and the work of Internal Audit since the last update; and
- (b) note the progress against the approved 2024/25 Internal Audit Plan as detailed in the Internal Audit Update Report.

The Committee resolved:-

to agree the recommendations.

INTERNAL AUDIT PLAN 2025-28 - HSCP.25.013

7. The Committee had before it a report prepared by the Chief Internal Auditor seeking approval of the Internal Audit Plan for the Aberdeen City Integration Joint Board for 2025-28.

The report recommended:-

that the Committee approve the Internal Audit Plan for 2025-28 as attached at Appendix A of the report.

The Committee resolved:-

to agree the recommendation.

QUARTERLY PERFORMANCE REPORTS AGAINST THE DELIVERY PLAN - Q3 UPDATE - HSCP.25.014

8. 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 assurance that progress was being made in achieving the Delivery Plan as shown in the Delivery Plan Quarter 3 Summary, the Tracker and Dashboard as appended to the report.

The Committee resolved:-

to note the information provided.

DATE OF NEXT MEETING - 30 APRIL 2025

9. The Committee had before it the date of the next meeting: Tuesday 30 April

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2025 at 10am.

The Committee resolved:-

to note the date of the next meeting.

- **COUNCILLOR MARTIN GREIG, Chair.**