



RISK, AUDIT & PERFORMANCE COMMITTEE

Date of Meeting	17 June 2025
Report Title	Review of Remit and Responsibilities - Year End Report
Report Number	HSCP.25.040
Lead Officer	Alison MacLeod, Lead for Strategy and Transformation
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Consultation Checklist Completed	Yes
Directions Required	No
Exempt	No
Appendices	Appendix A - Risk, Audit & Performance Year End Report
Terms of Reference	6. Instruct Performance Reviews and related processes.

1. Purpose of the Report

- 1.1. This report presents the Risk, Audit and Performance Committee (RAPC) with a review of reporting for 2024/25 and an early draft of the intended schedule of reporting for 2025/26 to provide assurance that the Committee is fulfilling its remit and responsibilities as set out in its terms of reference.

2. Recommendations

- 2.1. It is recommended that the Risk, Audit & Performance Committee:

- a) Note the content of Appendix A – Risk, Audit & Performance Remit and Responsibilities – Year End Report and agree that this report



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provides assurance to the Committee that the Committee is fulfilling its remit and responsibilities as set out in the Terms of Reference.

3. Strategic Plan Context

- 3.1.** Ensuring that the RAPC is functioning effectively and fulfilling its remit and responsibilities will help ensure that the Integration Joint Board (IJB) achieves the strategic aims and priorities as set out in the Strategic Plan.

4. Summary of Key Information

- 4.1.** The terms of reference list the remit and responsibilities of the Risk, Audit and Performance Committee. Every year a report is produced recording the reports RAPC have considered, listing these against the responsibilities. This allows the Chair and members of RAPC to determine whether they are assured that fulfilling their remit and responsibilities as set out in the Terms of Reference. It should be noted that some responsibilities will be on an 'as required' basis and it is for RAPC to determine how frequently they may wish to consider reports in certain areas.
- 4.2.** In July 2024, the IJB approved a revision to the Terms of Reference for RAPC and this is the first report that relates to these. Appendix A provides the detailed breakdown of reports considered last financial year against the revised responsibilities as well as those reports that are currently listed on the planner for 2025/26. It is expected that additional reports will be agreed for the planner as we progress through the year. The annual review is an opportunity for RAPC Chair and members to consider the reports scheduled and to determine whether the range of topics covered and/or the frequency of reporting is appropriate in line with their responsibilities. It should be noted that, in light of the current financial situation, it has been agreed that regular finance updates will be considered by the IJB.
- 4.3.** Normally we compare the number of reports considered this year against the previous year. This is included below however when reviewing them please bear in mind the revision to the Terms of Reference which may skew any comparisons. The average number of reports per meeting was slightly higher in 2024/25 at 7.0 than it was in 2023/24 when it was 6.5. It should be noted that some reports are only submitted on an as required basis, for example reports relating to national audit findings or inspections and variations in the number of reports considered could also be due to timing of meetings particularly around the turn of the financial year.



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Area of Remit	Number of Reports Considered	
	2024/25	2023/24
Audit	13	7
Performance	13	12
Risk and Governance	5	4
Financial	3	3
Total	35	26
Average per meeting	7.0	6.5

- 4.4. Comparing the 2024/25 actual reports against those noted in the forward planner last year demonstrates that all reports that were expected at the Risk Audit and Performance Committee were submitted and that additional reports were identified and submitted as the year progressed. It is proposed that the Risk Audit and Performance Committee can be assured that they are fulfilling their duties as set out in its terms of reference.
- 4.5. A similar report will be presented to RAPC at the end of financial year 2025/26.

5. Implications for IJB

5.1. Equalities, Fairer Scotland and Health Inequality

As this is a report on performance and no changes to service delivery are proposed, there is no requirement for an impact assessment to be undertaken and there are no direct implications in respect of Equality, Fairer Scotland or Health Inequality.

5.2. Financial

There are no direct financial implications as a result of the recommendations in this report.

5.3. Workforce

There are no direct workforce implications as a result of the recommendations in this report.

5.4. Legal



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There are no direct legal implications as a result of the recommendations in this report.

5.5. Unpaid Carers

There are no direct implications for Unpaid Carers as a result of the recommendations in this report.

5.6. Information Governance

There are no direct information governance implications arising from the recommendations in this report.

5.7. Environmental Impacts

There are no direct environmental implications arising from the recommendations in this report.

5.8. Sustainability

There are no direct sustainability implications arising from the recommendations in this report.

5.9. Other

None

6. Management of Risk

6.1. Identified risk(s):

Good governance and ensuring that the IJB's committees are delivering on their duties are fundamental to the delivery of the strategic plan and therefore applicable to most of the risks within the strategic risk register.

6.2. Link to risk number on strategic or operational risk register:

This report links to Risk 4 on the Strategic Risk Register,

Cause: Performance standards/outcomes are set by national and regulatory bodies and those locally determined performance standards are set by the board itself.



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Event: There is a risk that the IJB, and the services that it directs and has operational oversight of, fails to meet the national, regulatory and local standards.

Consequence: This may result in harm or risk of harm to people.

6.3. How might the content of this report impact or mitigate the known risks:

The Risk, Audit & Performance Year End Report, as attached at Appendix A, provides assurance that RAPC is reviewing standards and outcomes to help keep people safe.