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Aberdeen City Health & Social Care Partnership
A caring partnership

Risk, Audit and Performance Committee

Minute of Meeting

Tuesday, 17 June 2025
2.00 pm Virtual - Remote Meeting

Present: Councillor Martin Greig Chair; and Councillor John Cooke, Ritchie Johnson, Hussein Patwa, Amy McDonald and Fiona Mitchelhill.

Also in attendance: Jess Anderson, Jamie Dale, Graham Lawther, Anne MacDonald (Audit Scotland), Alison MacLeod, Alison Penman, Sandy Reid, Chris Smillie, Neil Stephenson, Val Vertigans and Claire Wilson.

Apologies: Calum Leask.

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. Members were requested to declare any interests or transparency statements in respect of items on the agenda.

The Committee resolved:-

to note that Hussein Patwa advised that he had a connection in relation to all items on the agenda by virtue of (1) being a Member of the Diverse Experiences Advisory Panel, a named partner in the Scottish Government's Mental Health and Wellbeing Strategy Delivery Plan; and (2) the Depute Representative of said Group to the Scottish Government Mental Health and Wellbeing Leadership Board, however having applied the objective test, he did not consider that he had an interest and would not be withdrawing from the meeting.

EXEMPT BUSINESS

2. There was no exempt business.

MINUTE OF PREVIOUS MEETING OF 30 APRIL 2025

3. The Committee had before it the minute of its previous meeting of 30 April 2025, for approval.

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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 Finance Officer.

The Committee resolved:-

to agree the Planner.

DIRECTIONS TRACKER - HSCP.25.043

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

The report recommended:-

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

The Committee resolved:-

to note the information provided.

APPROVAL OF UNAUDITED ACCOUNTS - HSCP.25.039

6. The Committee had before it a report prepared by the Chief Finance Officer presenting the unaudited final accounts for 2024/25.

The report recommended:-

that the Committee consider and comment on the Unaudited Final Accounts for 2024/25 at Appendix A. of the report.

The Committee resolved:-

to note the information provided.

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REVIEW OF DUTIES AND YEAR END REPORT - ANNUAL REVIEW OF RAPC - HSCP.25.040

7. The Committee had before it a report prepared by the Strategy and Transformation Lead presenting a review of reporting for 2024/25 and an early draft of the intended schedule of reporting for 2025/26. The Strategy and Transformation Lead introduced the report and responded to questions from members.

The report recommended:-

that the Committee note the content of Appendix A – Risk, Audit and Performance Remit and Responsibilities – Year End Report and agree that the report provided assurance to the Committee that the Committee was fulfilling its remit and responsibilities as set out in the Terms of Reference.

The Committee resolved:-

to note the information provided.

INTERNAL AUDIT UPDATE REPORT - HSCP.25.050

8. The Committee had before it a report prepared by the Chief Internal Auditor presenting an update on Internal Audit's work. Details were provided on the progress against the approved Internal Audit plans, audit recommendations follow up, and other relevant matters.

The report recommended:-

that the Committee

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

The Committee resolved:-

to note the information provided.

HSCP COMMISSIONING - INTERNAL AUDIT - HSCP.25.042

9. The Committee had before it a report prepared by the Chief Internal Auditor presenting the outcome from the planned audit of HSCP Commissioning. The Chief Internal Auditor introduced the report and responded to questions from members.

The report recommended:-

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

The Committee resolved:-

- (i) to note that from the next cycle of the Committee onwards, full audit reports would be presented in order to provide more detail for scrutiny; and
- (ii) to otherwise note the information provided.

INTERNAL AUDIT ANNUAL REPORT - HSCP.25.041

10. The Committee had before it Internal Audit's Annual Report for 2024/25, prepared by the Chief Internal Auditor.

The report recommended:-

that the Committee:

- (a) note the Internal Audit Annual Report 2024/25 as detailed in Appendix A of the report;
- (b) note that the Chief Internal Auditor had confirmed the organisational independence of Internal Audit;
- (c) note that there had been no limitation to the scope of Internal Audit work during 2024/25; and
- (d) note the progress that management had made with implementing recommendations agreed in Internal Audit reports.

The Committee resolved:-

to note the information provided.

LOCALITY PLANNING ANNUAL REPORTS - HSCP.25.037

11. The Committee had before it a report prepared by the Transformation Programme Manager - Communities, ACHSCP, presenting the locality plan annual reports 2024-25 for the three locality areas of Central, North and South of the city.

The report recommended:-

that the Committee:

- (a) approve the 2024-25 annual reports attached as Appendices 1,2 and 3;
- (b) instruct the Chief Officer to submit the 2025-26 Locality Planning Annual Reports to the Committee by June 2026;
- (c) note that new Locality Plans would be prepared alongside the new 10 year Local Outcome Improvement Plan during the winter of 2025-26 in a collaborative way with our Locality Empowerment Groups (LEGs) and Priority Neighbourhood Partnerships (PNPs); and

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- (d) note that the Committee would continue to receive regular updates on locality planning through its regular Performance Report and to the IJB through the Chief Officer's Report.

The Committee resolved:-

to agree the recommendations.

PRIMARY CARE IMPROVEMENT PLAN (UPDATE) - HSCP.25.044

12. The Committee had before it a report prepared by the PCIP Programme Manager presenting an update on the progress implementing the Primary Care Improvement Plan.

The report recommended:-

that the Committee:

- (a) note the update presented on the PCIP, as outlined in the report; and
- (b) note that the annual PCIP Update report was presented to the meeting of the Integration Joint Board at its meeting on 19 November 2024.

The Committee resolved:-

to note the information provided.

JUSTICE SOCIAL WORK SERVICE DELIVERY PLAN 2025-29 - HSCP.25.045

13. The Committee had before it Justice Social Work Service Delivery Plan 2025-2029. The Strategic Service Manager - Justice Social Work Service, ACHSCP introduced the report.

The report recommended:-

that the Committee note the Justice Social Work Service Delivery Plan 2025-2029 at Appendix 1 of the report.

The Committee resolved:-

to note the information provided.

HEALTH IMPROVEMENT FUND ANNUAL REPORT - HSCP.25.046

14. The Committee had before it the Health Improvement Fund Annual Report 2023/24 prepared by the Public Health Coordinator and Health Improvement Officer - Communities, ACHSCP.

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The report recommended:-

that the Committee:

- (a) approve the 2023-24 annual report attached as Appendix 1 of the report;
- (b) instruct the Chief Officer to submit the 2024-25 Locality Planning Annual Reports to this Committee by June 2026;
- (c) note that the Committee would continue to receive regular updates through its regular Performance Reports; and
- (d) endorse the continued implementation of the Health Improvement Fund as an effective means of delivering on the Partnership's prevention agenda.

The Committee resolved:-

to agree the recommendations.

DELIVERY PLAN UPDATE - HSCP.25.049

15. The Committee had before it the Delivery Plan Update report prepared by the Transformation Programme Manager, which was introduced by the Strategy and Transformation Lead.

The report recommended:-

that the Committee:

- (a) endorse the proposed status of the Year 3 Delivery Plan projects following completion of the plan as detailed in Appendix A of the report; and
- (b) endorse the proposed approach to performance monitoring for the Year 1 Delivery Plan of the new Strategic Plan, recognising this would adapt over time to ensure it was fit for purpose

The Committee resolved:-

to agree the recommendations.

DATE OF NEXT MEETING - 27 AUGUST 2025

16. The Committee had before it the date of the next meeting: Wednesday 27 August 2025 at 10am.

The Committee resolved:-

to note the date of the next meeting.

- **COUNCILLOR MARTIN GREIG, Chair.**